

MINIMUM REQUIREMENTS
FOR ALL SURVEYS AND INSTRUMENTS OF CONVEYANCE
IN HOCKING COUNTY, OHIO

Effective Date: 8/26/2025

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The following requirements are a revision of the requirements dated July 1, 1977, January 1, 1989, October 2, 1996 (previously rescinded) and April 1, 2014, which are hereby rescinded.

The following Requirements are now adopted and established in conjunction with the Hocking County Engineer and the Hocking County Auditor effective on this date: August 26, 2025

ALL INSTRUMENTS OF CONVEYANCE MUST BE SUBMITTED TO THE HOCKING COUNTY AUDITOR'S OFFICE, MAP DEPARTMENT BEFORE TRANSFER AND/OR RECORDING, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

Deeds, Affidavits of Transfer, Certificates of Transfer, Transfer on Death Affidavits, Land Contracts, and affidavits that change information on the Auditor's parcel records or tax map. This inspection is for accuracy of information and compliance with all City, County and State regulations. Exempted from this are mineral rights, easements, mortgages and leases. All documentation and platting of subdivisions, subdivision vacations, road/street/alley dedications or vacations, and annexations which have applicable approvals must be supplied for filing.

ALL SURVEYS MUST BE SUBMITTED TO THE HOCKING COUNTY ENGINEER'S OFFICE, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

Surveys of existing tracts of record, newly created tracts, new subdivisions, subdivision vacations, road/street/alley dedications or vacations, and annexations. This inspection is for accuracy of information and compliance with all City, County, and State regulations. Exempted from this are easements.

INSTRUMENTS OF CONVEYANCE SUBMITTED WILL BE SUBJECT TO THE FOLLOWING TRANSFER PROCEDURES BY THE HOCKING COUNTY AUDITOR:

A: Pre-approval of any Instrument of Conveyance is recommended. This can be done by fax or e-mail and requires submission of the entire document as it is intended to be transferred. The document will be returned with either marked changes needed or a "Preliminary Approval" stamp. Submission of the original document for transfer, along with the faxed or e-mailed copy with our "Preliminary Approval" stamp is recommended.

B: Should the deed description be acceptable it will be stamped "Approved for Transfer by the Hocking County Auditor's Office".

C: Should the deed description be a transfer of an existing description which is in error and does not meet the Hocking County Minimum Survey Standards for boundary surveys, it will be stamped "Error(s) in Description" with a brief explanation of the error and "Approved for Transfer by the Hocking County Auditor's Office".

D: Any new division of property must be based on a survey that complies with the Hocking County Minimum Survey Standards for boundary surveys and has been approved by the Hocking County Engineer and complies with all applicable County and City Planning, Health Department and Zoning requirements.

REQUIREMENTS FOR TRANSFERRING NEW AND EXISTING DEED DESCRIPTIONS:

1. The preamble or body of text of all descriptions shall state the following: State, County, Township name, township and range numbers, section number, lot number, subdivision name, quarter section and corporation or village, as applicable.
2. Lots in platted areas, which are shown on plats in the office of the County Recorder shall be described by lot number, name of addition or subdivision and with reference to a plat book or cabinet, and page or slide number.
3. Description(s) with exceptions to the parent tract are permitted. Exceptions may be described by simply stating the acreage and the reference where the tract is recorded.
4. Changes from the previous description that involves scrivener errors, omissions or other obvious mistakes that were found to be correct on a survey of record or an earlier deed of record, are required in order for the description to be more accurately described. Descriptions containing these types of errors will not be approved for transfer and will be returned for correction.
5. Acreage within a vacated subdivision must have a new survey before transferring unless the tract can be described from an earlier recorded description and was previously accepted for transfer.
6. Descriptions such as quarter section (160 Ac.), 1/2 of a quarter (80 Ac.), 1/4 of a 1/4 section (40 Ac.) and fractional lots, all of record, are acceptable descriptions.
7. An affidavit involving real estate that is presented to the Auditor's Office shall have a copy of the property description attached.
8. All conveyances must state the prior instrument reference(s) and current parcel number(s). If multiple tracts are described with different references and/or parcel numbers they must be stated or shown in a way to correspond with their descriptions. It must be stated parcel(s) are either "all of" or "part of" said parcel and either the acreage or lot number of said parcel(s) being transferred.
9. Land contracts will be reviewed and stamped appropriately, and shall be subject to the same requirements as any new transfer.
10. All corrective deeds must state what is being corrected.
11. All conveyances must include the address of the grantee.
12. Any conveyance using an attached legal description must be legible. Fax copies or poor-quality originals are not permitted.
13. Witness signatures must specify as to whom; signatures must be legible or include witness' printed or typed name.

NOTE: As of February 1, 2002, two witnesses to signatures are no longer required.

REQUIREMENTS AND MINIMUM STANDARDS FOR NEW BOUNDARY SURVEYS BY THE HOCKING COUNTY ENGINEER:

These standards are intended to be the basis for all surveys relating to the establishment or retracement of property boundaries in Hocking County, Ohio. When a client desires only a portion of his property surveyed, and this portion can be clearly isolated from the remainder of the property without affecting the interests of adjoining owners, these standards shall apply to the survey of only the desired portion. These standards shall include, meet or exceed the Minimum Standards for Boundary Surveys in the State of Ohio, Administrative Code, Chapter 4733-37. The Hocking County Engineer's review of surveys shall be within the scope of these standards, and shall not offer judgement as to the correctness of the principles used to conduct the survey.

SURVEYS REQUIRED:

A: Any division of a parcel of land into two (2) or more parcels shall require a new survey. Excepted from this are parcels which may be readily definable without a metes and bounds description, per a recorded, definable tract. (i.e. 1/4 section, fractional lot, etc.)

B: When the surveyor knows a new description is to be used for a fee transfer, the surveyor shall base the description on a current or updated field survey of the property. Surveyor must supply a copy of the plat and description to the Hocking County Engineer for review and approval. Review and approval may be completed on either paper or electronic copies.

RESEARCH AND INVESTIGATION:

A: When the deed description of the subject property and the deed descriptions of adjoining properties do not resolve the unique locations of the corners and lines of the property being surveyed, the surveyor shall consult other sources of information in order to assemble the best possible set of written evidence of every corner and line of the property being surveyed. These sources include, but are not limited to: records of previous surveys, deed descriptions of adjacent properties, records of adjacent highways, railroads and public utility lines; also include subdivision plats, tax maps, topographic maps, aerial photographs, and other sources that may be appropriate.

B: After all necessary written documents have been analyzed, the survey shall be based on a field investigation of the property. The surveyor shall: make a thorough search for physical monuments, analyze evidence of occupation and confer with the owner(s) of the property being surveyed. In addition, the surveyor shall, when necessary: confer with the owner(s) of the adjoining property and take statements.

MONUMENTATION:

A: When necessary, in accordance with the accepted surveying practice and legal requirements, the surveyor shall set boundary monuments so that, upon completion of the survey, each corner of the property and each referenced control station will be physically monumented.

B: When it is impossible or impractical to set a boundary monument on a corner, the surveyor shall set a reference monument, similar in character to the boundary monument and preferably along one of the property lines which intersect at that corner. When such a reference is used, it shall be clearly identified as a reference monument on the plat of the property and in any new deed description, which may be written for the property.

C: Every boundary monument and/or reference monument set by the surveyor shall, when practical:

- (1) Be composed of a durable material.
- (2) Have a minimum length of thirty inches.
- (3) Have a minimum cross section area of material of 0.2 square inches. (5/8" meets this requirement)
- (4) Be identified with a durable marker bearing the surveyor's Ohio Registration number and/or name or company name.
- (5) Be detectable with conventional instruments for finding ferrous or magnetic objects.

D: When a case arises, due to physical obstructions such as pavements, large rocks, large roots, utility cables, etc., so that neither a boundary monument or a reference monument can be conveniently or practically set in accordance with paragraph C of this rule, then alternative monumentation, which is essentially as durable and identifiable (e.g., chiseled "X" in concrete, drill hole, etc.) shall be established for the particular situation.

MEASUREMENT SPECIFICATIONS:

All measurements shall be made in accordance with the following specifications:

A: The surveyor shall keep his equipment in such repair and adjustment as to conform to the requirements stipulated by the Director of Agriculture in sections 1327.46 to 1327.99 of the Revised Code. The specifications, tolerances and regulations published in the "National Bureau of Standards Handbook 44" shall be the specifications, tolerances and regulations for commercial weighing and measuring devices of the State.

B: Every measurement of distance shall be made either directly or indirectly in such a manner that the linear error in the distance between any two points (not necessarily adjacent points) shall not exceed the reported distance divided by ten thousand (allowable linear error = reported distance divided by ten thousand) and every angular measurement shall be made in such a manner that the allowable (directional) error, in radians, shall not exceed the allowable linear error divided by the reported distance (allowable (directional) error = allowable linear error divided by reported distance.) When the reported distance is less than one hundred feet, the linear error shall not exceed 0.02. The reported distance is the distance established by survey.

C: In all new deed descriptions and plats of surveys, the lengths and directions of lines shall be specified so that the mathematical error in closure of the boundary does not exceed the following:

- (1) Surveys in County and City: 1 in 10,000
- (2) Subdivision plats: 1 in 10,000

D: All surveys using metric measurements shall meet all requirements as described in 4733-37 OAC. All metric measurements given must be followed by English measurements in parentheses.

PLAT OF SURVEY:

A: The surveyor shall prepare a scale drawing of every survey in which he retraces previously established property line(s) or establishes new boundaries. Whether computer generated or hand drawn, all information shown on said drawing must be legible and must be easy to read and reproduce.

B: The surveyor shall include the following details on all plats submitted to the Hocking County Engineer's Office for approval:

- (1) A title such that the general location of the survey can be identified.
- (2) A north arrow.
- (3) A clear statement as to the basis of the bearings used. Magnetic north, a line shown on survey plat or reference to a previous survey of record (stating surveyor's name, registration number, acreage and date of survey) are acceptable.
- (4) A starting point at a section corner or some other permanently recorded and definable point. This does not include the intersection of roads.
- (5) Owners name(s) and deed reference(s) for surveyed tract and adjacent properties shall be shown. Adjacent subdivisions need only show subdivision name, lot lines, lot numbers and plat recording information. Parcel numbers should not be shown
- (6) If the survey includes acreage in two or more sections, two or more previously deeded tracts or inside and outside a corporation limit, the acreage in each section or area must be shown, along with dimensions at the points where boundary crosses.
- (7) The control station(s) or line cited in the deed description and the relationship of the property to this control.
- (8) A legend or notation at each monument stating that the boundary monument specified was found or set, and a description of the material, size, position and condition of every monument found or set. All new iron pins or pipes set after January 1, 1981, shall have some type of durable identification cap and shall be so described on the plat.
- (9) A general notation describing the evidence of occupation that may be found along every boundary line and /or occupation line.
- (10) The length and direction of each line as specified in the deed description of the property or as determined in the actual survey if this differs from what is stated in the deed description by more than the tolerance specified in Paragraph (B) "Measurement Specifications".
- (11) A citation of pertinent documents and sources of data used as a basis for carrying out the work.
- (12) The written and graphical scale of the drawing.
- (13) The date of the survey.
- (14) The surveyor's printed name and Ohio registration number, signature and seal. Seal must be stamped or digital, not embossed so it may be clearly reproduced on any future copies and placed in a location, which does not cover up other information.
- (15) Sufficient mathematical data shall be given for each curved line so that the curve can be reproduced without ambiguity. At minimum, radius, central angle, curve length, chord bearing and chord distance are required.

DESCRIPTION OF SURVEY:

A: When a surveyor is called upon to prepare a new description, either to replace an existing description which is inadequate or to create a new split of a parcel of land, said description shall include the following items:

- (1) Sufficient caption so that the property can be adequately identified.
- (2) A relationship between the property in question and clearly defined control stations.
- (3) A clear statement as to the basis of the bearings used. Magnetic north, a line shown on survey plat or reference to a previous survey of record (stating surveyor's name, registration number, acreage and date of survey) are acceptable.
- (4) A citation to the public record of the appropriate prior deed(s).
- (5) The surveyor's name, Ohio Registration number and date of writing and/or survey, within the body of text.

B: A metes and bounds description shall include, in addition to paragraph (A) of this rule:

- (1) A description of the boundary monument used as the initial point of the description.
- (2) A series of calls for successive lines bounding the parcel, each of which specifies:
 - (a) The intent in regards to deeds, plats and surveys of record, evidence of occupation, adjoiners or other existing features.
 - (b) The direction of the line relative to the direction of the basis of bearings.
 - (c) The length of the line.
 - (d) A description of the boundary monument, or reference monument and whether found or set, size, position and condition. In cases with iron pins or pipes set after January 1, 1981, a description of the identification cap.
 - (e) Sufficient mathematical data shall be given for each curved line so that the curve can be reproduced without ambiguity. At minimum, radius, central angle, curve length, chord bearing and chord distance are required.
 - (f) The reported boundary data shall meet the closure requirements of paragraph (C) of "Measurement Specifications".
- (3) If the survey includes acreage in two or more sections, two or more previously deeded tracts or inside and outside a corporation limit, the acreage in each section or area must be shown, along with dimensions at the points where boundary crosses.

C: Descriptions other than the metes and bounds form shall include sufficient and adequate legal and technical wording so that the property can be located and defined.

D: A statement shall appear indicating that either, the description was made in accordance with a recent survey and date thereof, or the description was based on a previous survey, of a certain date, and date of description, or the description was not based on a survey.

E: The surveyor's printed name and Ohio Registration number, located within the body of text, signature and seal. Seal must be stamped or digital, not embossed so it may be clearly reproduced on any future copies and in a location, which does not cover up other information.

SUBDIVISION PLATS:

When a subdivision is created from a piece of property, or several adjoining pieces, the surveyor shall prepare a scale drawing showing all of the details specified in Rule 4733-37-05 of the Ohio Administrative Code. In addition, the drawing will show all of the details of each new lot, street, easement, etc., including the length and direction of each new line. Sufficient mathematical data shall be given for each curved line so that the curve can be reproduced without ambiguity.

All other requirements as stipulated in the Subdivision Regulations for Hocking County, Ohio adopted November 14, 1978, or subsequent revisions, shall be met.

Signed By: 
William R. Shaw, P.E., P.S., Hocking County Engineer

Signed By: 
Christopher D. Robers, Hocking County Auditor

Adopted: 08-25-2025
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