

PLEASE RETURN THIS FORM WITH EACH RESUBMITTAL

# Ottawa County Engineer's Office

LDR NO. \_\_\_\_\_

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## REQUEST FOR LEGAL DESCRIPTION REVIEW

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Authorized to pick up: \_\_\_\_\_

Submission Date: \_\_\_\_\_ Time: \_\_\_\_\_ ( ) a.m. ( ) p.m. Signed in By: \_\_\_\_\_  
 Fees: Description \_\_\_\_\_ Amount: \_\_\_\_\_  
 Date reviewed: \_\_\_\_\_ Time: \_\_\_\_\_ Action: \_\_\_\_\_ By: \_\_\_\_\_  
 Picked up By : \_\_\_\_\_ Date: \_\_\_\_\_

Date resubmitted: \_\_\_\_\_ Time: \_\_\_\_\_ ( ) a.m. ( ) p.m. Signed in By: \_\_\_\_\_  
 Fees: Description \_\_\_\_\_ Amount: \_\_\_\_\_  
 Date reviewed: \_\_\_\_\_ Time: \_\_\_\_\_ Action: \_\_\_\_\_ By: \_\_\_\_\_  
 Picked up By: \_\_\_\_\_ Date: \_\_\_\_\_

### DESCRIPTION:

- \_\_\_\_\_ Existing legal of record Vol. \_\_\_\_\_ Page \_\_\_\_\_
- \_\_\_\_\_ New description
- \_\_\_\_\_ Administrative approval No. \_\_\_\_\_
- \_\_\_\_\_ Land contract
- \_\_\_\_\_ Resubmitting with corrections
- \_\_\_\_\_ Sheriff Sale / Foreclosure
- \_\_\_\_\_ Other describe: \_\_\_\_\_

Village/Township: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_  
 Section/Lot: \_\_\_\_\_  
 Town/  
 Range/Sublot: \_\_\_\_\_  
 Acreage: \_\_\_\_\_  
 Piece ID: \_\_\_\_\_

### IS THIS DESCRIPTION:

\_\_\_\_\_ An original \_\_\_\_\_ An exhibit \_\_\_\_\_ A copy for pre-approval

IS PLAT OF SURVEY INCLUDED? Y N

**We will charge fees for any plat(s) that require(s) printing or a copy. Fees must be paid before we will release approved legal description(s).**

# Legal Description Review Checklist

## 4733-37-06.DESCRPTIONS (Amended for Ottawa County Reviews)

- \_\_\_\_\_ (A) (1) Sufficient caption so that the property can be adequately identified.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (A) (2) A relationship between the property in question and clearly defined control station(s).  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (A) (3) The basis of the bearings.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (A) (4) A citation to the public record of the appropriate prior deed(s).  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (A) (5) The surveyor's name, Ohio registration number and date of writing and/or survey.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (B) (1) A description of the boundary monument used as the initial point of the description.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (B) (2) (a)                   The intent in regards to adjoiners or other existing features.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (B) (2) (b)            The direction of the line relative to the direction of the basis of bearing.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (B) (2) (c)            The length of the line.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (B) (2) (d)            A description of the boundary monument (or reference monument) and whether found or set to identify the end of the particular line, and all other monumentation on line.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (B) (2) (e)            All curve data must contain the radius, central angle, length of curve, chord bearing, chord distance and direction of curve.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (B) (2) (f)            The reported boundary data shall meet the closure requirements of paragraph (C) of rule 4733-37-04 of the Administrative code.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (B) (2) (g)            The area of the parcel in acres.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (C) Descriptions other than the metes and bounds form shall include sufficient and adequate legal and technical wording so that the property can be definitely located and defined.  
Comments: \_\_\_\_\_
  
- \_\_\_\_\_ (D) A statement shall appear indicating that either: the description was made in accordance with a recent survey and the date thereof, or the description was based on a previous survey, of a certain date, by a certain surveyor, and date of description, or the description was not based on a survey.

**GENERAL COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_