

SURVEY PLAT REQUIREMENTS
WARREN COUNTY ENGINEER'S OFFICE
TAX MAP DEPARTMENT

406 Justice Drive, Lebanon, Ohio, 45036

Revised December 23, 2024

- ITEM 1 A survey shall be conducted, and a plat shall be prepared for all property boundary changes and resurveys within Warren County, Ohio. Said plats shall be filed with Warren County Tax Map Department in conformance with State of Ohio Administrative Code, State of Ohio Revised Code, Warren County Transfer and Conveyance Standards and the herein stated requirements.
- ITEM 2 When a surveyor has prepared a new description, either to replace an existing description or to create a new parcel, a typed copy of said description shall be submitted to and filed with Warren County Tax Map Department. Said description shall be prepared in accordance with Rule 4733-37-06 of the State of Ohio Administrative Code and the herein stated requirements.
- ITEM 3 The parcel(s) being surveyed shall be illustrated using a heavier dark line around the perimeter using a standard engineer scale: 1" = 10', 20', 30', 40', 50', 60', 100', 200', 300'
- ITEM 4 Review submissions shall be PDF files: drawings 18"x24" (Arch C) with 1/4-inch border and descriptions 8 1/2" x 11" (letter) or 8 1/2" x 14" (legal).
- ITEM 5 All final submission plats shall be in black ink (no color or grayscale), on 18"x24" mylar sheets and one-sided paper descriptions. Multiple drawing sheets may be used, if necessary.
- ITEM 6 Notations shall be clear, precise, and legible on reproductions.
- ITEM 7 County Engineer's Record Block located in the upper right-hand corner

SURVEY RECORD _____ PAGE _____
WARREN COUNTY ENGINEER'S
RECORD OF LAND SURVEYS

- ITEM 8 County Engineer's Approval Block located below the record block.

PRELIMINARY ACCESS APPROVAL:

_____ Granted _____ Not Applicable

Kurt E. Weber, P.E., P.S.
Warren County Engineer

If a tract's frontage is changing along a road maintained by the county or township a preliminary access permit application is required.

- ITEM 9 All points in the roadway should be referenced by offset monuments at or near the right-of-way line. If omitting any monumentation, a statement with a reason is required. Sites

prohibitive of setting monumentation requires approval from the County Engineer and a statement shall be added to the plat acknowledging said approval.

ITEM 10 All parcels shall note property owner(s), acreage, deed reference(s), land survey record(s) and partial Lots shall include the subdivision name, Lot identification (example: Open Space Lot 4), and plat reference of record. If the adjoining parcel is dedicated right of way note the recording reference. Residual, unidentified land must be identified, including within existing right of way easements.

ITEM 11 Recorder’s document recording prefixes are based on date of recording:

Prefix	Date	Abbreviation
Deed Book	1803 to Dec. 31, 1978	D.B. # pg. #
Official Record	Jan. 1, 1979 to Dec. 9, 2013	O.R. # pg. #
Document Number	Dec. 10, 2013 to Dec. 31, 2013	D.N. ##### (6 digits)
Document Number	Jan. 1, 2014 to present	D.N. ####-##### (year-6 digits)
Variations of D.N. include Doc. No. and Doc. #		
Transcribed Record		T.R. 1 pg. #
Plat Book	1850 to present	P.B. # pg. #

ITEM 12 Acreage shall be broken down when the boundary is subdivided by:

Political subdivision (County, Township, and/or Municipality); School Districts; Section, Township, Range and/or Virginia Military Survey; Original parent parcel acreage and/or subdivision Lot.

ITEM 13 Names and right of way width of all streets and highways, streams, rivers and lakes, canals and railroads, and all other easements and rights-of-way of record. On county roads note the distance from centerline of right of way to property line and when varies note the distance from property corner to right of way along the property line. When additional right of way easement has been granted note the source document.

Width range example; “30’-60’ width per road record”

Unknown width: “R/W width is unknown per Warren County road records” with either or both of the following:

“# feet per thoroughfare plan”

Surveyor notes a statement of what they observe the width to be in the field: For example, “Based on the location of fence posts, ditches and utilities it is my opinion that the existing right-of-way width for Name Road is 50’.”

ITEM 14 When occupation is not illustrated, a statement is required concerning occupation: For example, “Occupation in general matches survey.” Illustrate streams and water bodies.

ITEM 15 Subject parcel caption information should be in the preamble and include definitive location, owner, vesting deed, acreage of record and indication of what the survey is accomplishing. For example:

Situate in Section Town Range (or Military Survey), Township and/or Municipality, Warren County, Ohio, being (# acres, part of / all of) the # acre tract/Lot #, plat name, plat recording reference, as conveyed to current owners and described in the deed recorded in Deed Book #, Page # / O.R. Vol. #, Page # / D.N. ____ .

- ITEM 16 If there are multiple parts of parent parcels, indicate the acreage from each parent parcel that is being included in the plat and the acreage of the parent parcel.
- ITEM 17 Specific to descriptions: Common property lines shall call specific tract/parcel acreage, owner, and deed of record or subdivision name, record reference, and lot information: All available information is required along interior subdivision partial lot lines. Adjoining subdivision name and recording reference is sufficient along a subdivision's perimeter. Adjacent property information is not required along County, Section, Military Survey, or road centerline lines. Right of way is sufficient intent only along dedicated right of way.
- ITEM 18 In descriptions minimum notation identifying monumentation shall include size, material, and whether set or found.
- ITEM 19 Parcel numbers are subject to change and should not be included within descriptions.
- ITEM 20 When a new legal description is prepared the surveyor's statement shall include the surveyor's name, registration number, and company name if different than the surveyor's name. The following survey filing reference statement must follow the description or be incorporated into the body near the end the description: The survey is filed in Survey Record ____ Page ____ of the Warren County Engineer's record of land surveys.

**WARREN COUNTY ENGINEER
SURVEY STANDARDS REVIEW SHEET
TAX MAP DEPARTMENT**

	Y	N	N/A
1. PLAT SIZE, LEGIBLE, REPRODUCIBLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. SURVEYOR'S SEAL AND SIGNATURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. WRITTEN SCALE, GRAPHIC SCALE, DRAWN TO SCALE, SURVEY BOUNDARIES USE THICK LINE WEIGHT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ENGINEER'S RECORD BLOCK AND APPROVAL BLOCK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. NORTH ARROW WITH BASIS OF BEARING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. ACCURATE CLOSURE, ACREAGE BALANCE, AND DIMENSIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. DATE OF SURVEY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. MONUMENTATION: FOUND OR SET, TYPE, SIZE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. STATEMENT CONCERNING OMITTED MONUMENTATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. OCCUPATION: GENERAL NOTATION OR STATEMENT IF NONE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. A TITLE INCLUDING STATE, COUNTY, MUNICIPALITY, SECTION-TOWNSHIP-RANGE OR MILITARY SURVEY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. PROPERTY OWNER, CURRENT DEED REFERENCE, LAND SURVEY REFERENCE, LOT ID., NAME OF SUBDIVISION & RECORD REFERENCE, ACREAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. ALL SECTION, MILITARY SURVEY, COUNTY, TOWNSHIP, MUNICIPAL CORPORATION, SCHOOL DISTRICT, AND EXISTING PARCEL LINES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. A SPECIFIC TIE POINT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. NAMES AND RIGHT-OF-WAY WIDTHS OF ALL STREETS, HIGHWAYS, STREAMS, RIVERS, CANALS, RAILROADS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. ALL ADJACENT LAND SHOWING PROPERTY OWNERS, ACREAGE, DEED REFERENCE, LAND SURVEY REFERENCE, LOT #, NAME OF SUBDIVISION & RECORD REFERENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. ACREAGE BREAKDOWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. TYPED LEGAL DESCRIPTION ACCURATE IN ACCORDANCE WITH PLAT, CONTAINING SURVEYOR'S STATEMENT AND FILING LANGUAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

SURVEYOR: _____ DATE: _____

CLIENT: _____ REVIEWER: _____

PIN: _____ TAX MAP: _____



Clear statement as to the basis of the reference direction used.

Survey Record _____, Page _____
Warren County Engineer's
Record of Land Surveys

Preliminary Access Approval

____ Granted ____ Not applicable

Kurt E. Weber, P.E., P.S.
Warren County Engineer

Surveyor's Note: Describe evidence of occupation along each line if none illustrated.
Set iron rods are 5/8" x 30".

Pertinent documents and sources of data used:
Subject Property Owner
Deed Reference
Acreage
Land Survey Reference

Plat Name
P.B. & pg.
Part Lot #
Adjoining Property Owner
Deed Reference
Land Survey Reference
Acreage

Adjoining Property Owner
Deed Reference
Land Survey Reference
Acreage

Section No.

Acreage

Section No.

Total Acreage

Acreage

NOTE:

Acreage to be broken down by political subdivision (County, Township, and/or Municipality); Section, Township, Range and/or Virginia Military Survey; School District; Tract or Subdivision Lot lines.

NOTE:

All Surveys be tied into a Section, Virginia Military Survey, or recorded subdivision corner; intersection of road centerline at its intersection with another road centerline, Section, Quarter Section of Half Section Lines.

All points in the road referenced by an offset monument.

Legend:

- Monument found
- Monument set
- Material, size, Position & condition
- Stream

Adjoining Property Owner
Deed Reference
Land Survey Reference
Acreage
R/W width source document

Adjoining Property Owner
Deed Reference
Land Survey Reference
Acreage

Adjoining Property Owner
Deed Reference
Land Survey Reference
Acreage
R/W width & source document

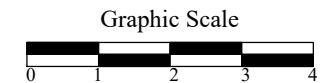
Adjoining Property Owner
Deed Reference
Land Survey Reference
Acreage

Property Owner
Sec.-Town-Range or Mil. Survey No.
Township
Warren County, Ohio



Signature

Surveyor's name
Ohio Reg. No.



Surveyor's block

Date: _____ Scale: _____