



CHECKLIST FOR LAND SURVEYS BEING FILED IN MIAMI COUNTY, OHIO

- ✓ Plat must be formatted landscape layout on 18" x 24" sheet(s). (**MUST** be plotted on **MYLAR** for **Filing**)
- ✓ The plat header must include one of the following:
 - ✓ Rural - State, County, Township, and Section, Town, Range (also for Unincorporated Village)
 - ✓ Municipality - State, County, City or Incorporated Village and Lot Number(s).
- ✓ A North arrow must be shown and accurate.
- ✓ A written and graphic scale must be shown. (Ensure the plat is drawn to an acceptable scale.)
- ✓ A legend must be shown and accurate.
- ✓ All corners and right-of-way's (R/W) must be monumented.
- ✓ Survey references should be applicable to survey and correct (i.e. Land, Lot, or Record Plat).
- ✓ Monuments should match surrounding filed surveys and/or record plats, when applicable.
- ✓ Dimension breakdowns need to add up when applicable.
- ✓ Witness distances must be given when applicable.
- ✓ Easements need to be tied down and labeled, when applicable.
- ✓ Section, Half-Section, or Lot lines need to be shown, labeled, and accurate.
- ✓ Corporation, Township, or County lines need to be shown, labeled, and accurate when applicable.
- ✓ Bearings and distances must be shown.
- ✓ The control station being referenced must be from a found or set monument from one of the following:
 - Section or Quarter section corner, Platted lot corner created by Recorder's plat, centerline intersection of streets or highway **record**.
- ✓ **TOTAL** acreage must be shown.
 - ✓ Acreage breakdowns must be shown and accurate (Breakdowns are **required** if new parcel(s) come out of more than one section or existing parcel(s).) [Plat needs to show enough information to verify acreages (bearings and distances) when applicable]
- ✓ Street/Road names and R/W's must be labeled and accurate. (i.e. Private or Public)
- ✓ Parcel ownership, deed reference(s), and parcel ID number must be shown and correct.
- ✓ Parcels being subdivided or combined **MUST** be in common ownership.
- ✓ Adjacent parcels need to be shown accurately (i.e. property lines, Ownership/Deed, Parcel IDs, and Survey references).
- ✓ Your signature block and seal/registration number must be shown.
 - ✓ Ensure your seal is scaled correctly (either 1 5/8" dia. or 1 3/4" dia. per State Board)
- ✓ Does your plat have the correct recording block information in the upper right-hand corner?
- ✓ The legal description must read around properly. (Please ensure "According ... and filed in Vol. _____, Pg. _____ of Miami County Engineer's Record of Land Surveys." statement is a part of your legal description.)
- ✓ Approval Signature Block with lines for County Engineer and Deputy Engineer
- ✓ The surveyor is responsible for ensuring **ALL** County, Township, City, or Incorporated Village Planning and or Zoning requirements are met.
- ✓ When the survey plat requires County, Township, City, or Incorporated Village, Planning and or Zoning approval, then ensure the proper signature blocks are shown on the survey plat.