



CHECKLIST FOR RECORDER'S PLATS IN MIAMI COUNTY, OHIO

- ✓ Plat must be formatted landscape layout on 18" x 24" sheet(s). (**MUST** be plotted on **Mylar** for **Recording**)
- ✓ The plat header must include one of the following (or both if applicable):
 - Rural - State, County, Township, and Section, Town, Range (also for Unincorporated Village)
 - Incorporated - 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, when applicable, must be tied down and labeled.
- ✓ County maintained ditches should be shown when applicable, however, no tie down is necessary
 - **NOTE:** This is **NOT** applicable within Cities and Incorporated Villages.
- ✓ 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.
- ✓ All 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, or centerline intersections 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 (i.e. bearings and distances) when applicable]
- ✓ Ensure there are place holders on the plat for lot number(s);
 - If plat is in a Township or Unincorporated Village, the next available lot number(s) will be assigned by the Miami County Tax Map department. ("Lot_____")
 - If plat is in a City or Incorporated Village, the next available lot number(s) will be assigned by the Miami County Auditor's Office at the time of Recording. ("Inlot_____" or "IL_____")
- ✓ Street/Road names and R/W's must be labeled and accurate. (i.e. Private or Public)
- ✓ If new streets are being established then their names **MUST NOT** conflict with others within the County.
 - This is for the purpose of 911/Emergency services.
- ✓ 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. Lot lines, Ownership/Deed, and Survey references).
- ✓ Your signature block and seal/registration number must be shown; ensure your seal is scaled correctly.
- ✓ Does your plat have the correct recording block information in the upper right-hand corner?
 - Ensure space for the Recorder's recording sticker (about a 2"x2" square)
- ✓ Ensure there's a signature block for **BOTH** the County and Deputy RECORDER **and** AUDITOR?
- ✓ Ensure there's a "PREPARED BY:" or "This Record Plat Prepared By:" statement on the plat.
 - **NOTE:** County Recorder's Office will **NOT** record the plat without this statement!
- ✓ Ensure the legal description on plat states the accurate location(s), acreages, ownership/deed references.
- ✓ Recorder's Plats require County and or City/Incorporated Village Planning and Zoning Approval, ensure the proper signature blocks are shown on the plat.
- ✓ Ensure there are signature blocks for all owners (including dower) and lienholders (when applicable).
 - **NOTE:** Ensure signatures and Notary Public stamps are legible, otherwise the Recorder's Office may refuse to record the plat.