



CHECKLIST FOR ANNEXATION RECORDER'S PLATS BEING RECORDED 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 the following:
 - Township, and Section, Town, Range of territory being Annexed from.
 - City or Incorporated Village that is Annexing the territory.
- ✓ 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 plat 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 must be shown when applicable, however, no tie down is necessary
- ✓ Section, Half-Section, Township, and or County lines need to be shown, labeled, and accurate.
- ✓ Existing Corporation line(s) **MUST** be clearly shown, labeled, and accurate (to illustrate adjacency).
- ✓ Proposed Corporation line(s) **MUST** be clearly shown and labeled.
- ✓ All bearings and distances must be shown.
- ✓ The control station being referenced must be from a found or set monument at a Section or Quarter Section Corner for Annexation plats.
- ✓ **TOTAL** acreage must be shown.
 - Acreage breakdowns are **required** if territory being annexed is from more than one section. Acreage from each section needs to be shown. [Plat needs to show enough information to verify acreages (i.e. bearings and distances)]
- ✓ Ensure there are place holders on the plat for lot number(s) (i.e. "Inlot____" or "IL____")
 - One lot number per deeded parcel being annexed (typically)
- ✓ Street/Road names and R/W's must be labeled and accurate. (i.e. Private or Public)
 - **NOTE:** Annexation plats **CANNOT** dedicate right-of-way's
- ✓ Annexation boundaries should follow the last Deed of Record for Parcel(s) being Annexed.
- ✓ Parcel(s) within the boundary of the proposed annexation **MUST** show ownership, deed reference(s), parcel IDs, and acreages.
- ✓ ALL adjacent parcels **MUST** be shown accurately (Parcel lines, Ownership, Deed references, and Parcel IDs).
- ✓ Your signature block and seal/registration number must be shown.
 - Ensure your seal is scaled correctly (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?
 - 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 are signature blocks for County Commissioners, County Engineer, and the annexing Municipality's Legislative authority.
- ✓ 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 following statement is on the plat, "Annexation Proceedings Recorded in 20____OR - _____"
- ✓ Ensure the legal description clearly states the annexation boundary. Ensure there is an acreage breakdown in the legal description.