

AGREEMENT

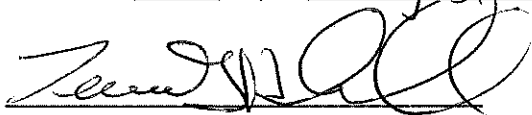
The Clinton County Engineer and the Clinton County Auditor have hereby adopted the following standards governing conveyance of real property in accordance with Sec. 319.203 of the Ohio Revised Code. The following standards hereby replace the standards previously adopted June 3, 1996, and amended December 7, 1998, in their entirety.

Prior to this agreement, and pursuant to Section 319.203 of the Ohio Revised Code, two public hearings were held not less than ten (10) days apart, concerning the adoption of these standards. The first hearing was held on August 13, 2013, and the second hearing was held on August 27, 2013. Further, the proposed standards have been available for public inspection during normal business hours at the office of the Clinton County Auditor and Clinton County Engineer.

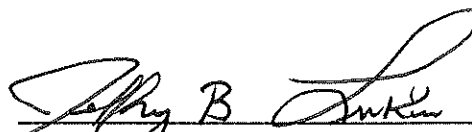
Before the County Auditor transfers any conveyance of real property presented to the Auditor under Section 319.20 of the Ohio Revised Code, the County Auditor will review, with the help of the County Engineer, the conveyance to determine if it complies with these standards. The County Auditor will not transfer any conveyance that does not comply with these standards.

This agreement, and therefore the following standards shall become effective as of September 1, 2013, at 8:00 a.m.

Dated this 29 day of August, 2013.



Terence G. Habermehl
Clinton County Auditor



Jeffrey B. Linkous, P.E., P.S.
Clinton County Engineer

Requirements for EXISTING Deed Transfer

1. All existing metes and bounds descriptions of record, which do not create or alter current tax structure of a parcel(s), will be checked by the County Engineer's Map Office. A conveyance form and other pertinent forms (DTE 101, 102) must be COMPLETELY filled out and submitted with deed.
2. All existing metes and bounds descriptions of record must be described verbatim as witnessed by the instrument of previous record and transfer. The correction of scribner errors, omissions or other obvious mistakes, are permitted in order to make the description more accurate.
3. Any existing description which, since the previous conveyance, has been incorporated into a municipality or other political subdivision by means of annexation must be changed to reflect its new corporate locations within the deed.
4. All lots which are on a recorded plat must designate the township, city or village, official recorded subdivision name, present lot number, location of record, and prior recorded deed reference.
5. No document which contains two or more descriptions of the same tract of land will be accepted. Unacceptable descriptions include:
 - a. A recorded lot and a metes and bounds description;
 - b. An old and new metes and bounds description;
 - c. Descriptions containing phrases such as:
 - i. "Now known as..."
 - ii. "Also described as..."
 - iii. "Being better known as..."
6. Any tract to be transferred which is not in a recorded subdivision must have a metes and bounds description. All metes and bounds descriptions must have an error of closure not greater than 1 in 2500.
7. When a tract lies in two or more military surveys, townships, counties or partially in and out of a municipal corporation, the description shall show the acreage which is in each. Unincorporated villages shall be clearly distinguished from incorporated villages.
8. When there is an exception to a parcel or tract of land contained in the deed description, each exception must be fully described and the description should meet all requirements contained herein. The number of exceptions per tract shall be limited to three (3).

Reference shall be made in the deed to the instrument by which the Grantors acquired the title to the property being conveyed giving the book and page number of the Clinton County Recorder's Deed Record, Official Record or Registered Land Record.
9. Land contract descriptions must be checked and must follow these same guidelines for deed descriptions. (O.R.C. Section 5313.02). Descriptions used to transfer parcels by land contract shall be the same description by which the grantor took title. Existing Land Contracts shall show

book and page where recorded along with prior book and page where Grantor took title. A copy of the land contract must be filed in the Auditor's Office.

10. If the description is of a parcel which has been surveyed, the description must include the name of the surveyor and show the volume and plat number of the Clinton County Engineer's Record of Land Surveys. (O.R.C. Section 5301.25)
11. The following are exceptions to the foregoing requirements provided that the legal descriptions contained in the instrument of conveyance are adequate so as to be located on the Auditor's transfer records:
 - A. Descriptions for transferring parcels of land between members of family when no consideration is given.
 - B. Descriptions for transferring parcels as a deed in lieu of foreclosure.
 - C. Descriptions contained in any instrument which is not necessary to transfer ownership of the tract or parcel on the tax duplicate and is presented for recording solely to correct a title defect.
 - D. Descriptions other than metes and bounds which accurately describe part of a recorded plat. (i.e. "Being 10 feet off the west side of Lot #23", etc.)
 - E. Existing recorded land contracts are subject to requirements that were in effect at the time they were recorded.
 - F. Descriptions for transferring parcels of land into revocable living trusts for the benefit of the settlor and/or members of the settlor's family when no consideration is given.
 - G. Descriptions for transferring parcels of land from a revocable living trust to the settlor of the trust and/or members of the settlor's family when no consideration is given.
 - H. Descriptions for transferring parcels of land into irrevocable trusts for the benefit of the settlor and/or members of the settlor's family when no consideration is given.
 - I. Descriptions for transferring parcels of land from an irrevocable trust to the settlor of the trust and/or members of the settlor's family when no consideration is given.
 - J. Descriptions for transferring parcels of land from a family member into a family partnership when no consideration is being given for the real property being transferred.
 - K. Descriptions for transferring parcels of land from a family partnership to a family partnership to a family member when no consideration is being given for the real property being transferred.

The foregoing exceptions shall not exempt the future transfer of the parcel by that description from the general requirements.

12. Descriptions must be referenced to some known and established point, such as a road intersection or a recorded plat corner.
13. No document of transfer will be accepted in which the document, or any attachment(s) thereto, is illegible as determined by the County Auditor or County Engineer. Copies of previously recorded documents will not be accepted. The general intent of this standard is to prohibit a person from simply copying a document already recorded and attaching it as in Exhibit to the new deed.
14. The permanent parcel number, as assigned by the County Auditor, shall be plainly incorporated into each description on any instrument of conveyance.

Requirements for NEW Metes and Bounds Description for Conveyance

1. All new descriptions shall be submitted with survey plat and will be checked at that time. When the deed is submitted, a conveyance form and other pertinent forms (DTE 101, 102) must be COMPLETELY filled out and included.
2. All new descriptions must meet the minimum standards for boundary surveys as specified in the Ohio Administrative Code Section 4733-37-06.
3. Any new legal descriptions should have adequate dimensions or description tied into a street intersection or a recorded plat with a bearing on the lot line or street line intersection.
4. Any tract lying in two or more different military surveys, townships, and counties or partially in and out of a municipal corporation, shall break down the acreage which is in each. Unincorporated villages shall be clearly distinguished from incorporated villages.
5. Reference shall be made in the deed to the instrument by which the Grantors acquired title to the property being conveyed, giving the deed book number and page number of the Clinton County Recorder's Deed Record, Official Record or Registered Land Record.
6. Any description of a curve must contain the direction of the curve (left or right), the radius, and the chord bearing and distance of the same.
7. All acreage shall be calculated to at least the third decimal place. Acreage that is within the road right of way shall be recited to the third decimal place.
8. All descriptions shall be recited in English units with optional Metric units in parenthesis. Where State Plane Coordinate systems are utilized, distances, bearings, and acreages shall be shown on the ground. Additionally, the survey shall indicate the horizontal datum, scale factor, and scale point location.
9. All new descriptions will be subject to computer verification as to the accuracy of the closure and area described. OAC 4733-37-04 Section C states that in all new deed descriptions and plats of survey, the lengths and directions of the lines shall be specified so that the mathematical error of closure of the property boundary does not exceed 0.02 feet in latitudes and 0.02 feet in departures.
10. Descriptions must use both metes and bounds to provide an un-ambiguous description of a unique tract of land. No document of transfer will be accepted in which the document, or attachment to it, is illegible as determined by the County Auditor or County Engineer.
11. New surveys and descriptions shall not contain exceptions to any parcels or tracts of land.
12. New surveys and descriptions shall not contain two or more descriptions of the same tract of land. Unacceptable descriptions include:
 - a. A platted lot and a metes and bounds description;
 - b. An old and new metes and bounds description;

c. Descriptions containing phrases such as:

- i. "Now known as..."
- ii. "Also described as..."
- iii. "Being better known as..."

13. The permanent parcel number, as assigned by the County Auditor, shall be plainly incorporated into each description on any instrument of conveyance.