

# LEGAL DESCRIPTION PRE-APPROVAL SUBMISSION FORM

**Submittals may be made via:**

**Mail or drop off:** Tax Map Office, 100 E. Main St., McArthur, OH 45651

**Email:** maproom@vintoncountyohio.gov

**INDEX #** \_\_\_\_\_  
**INTERNAL USE ONLY**

**Instructions:** Fill out first box below and submit to the Tax Map Office for pre-approval. Once pre-approved, bring this form in, along with the executed conveyance, to the **Vinton County Auditor's Office** for the appropriate description review stamp to be affixed to the final description within the conveyance document.

*Any form that does not have an attached self-addressed stamped envelope shall be rejected and/or discarded. Also, hand lettered documents may be rejected if the document is not legible or will not reproduce to department standards*

**Fill out before submitting:** ☐ **PRIOR DEED ATTACHED (only if prior to 1993)**

TAX-PARCEL(S)#: \_\_\_\_\_

GRANTOR: \_\_\_\_\_

GRANTEE: \_\_\_\_\_

Return comments via: ☐ Fax \_\_\_\_\_ ☐ Email \_\_\_\_\_

## ..... AREA FOR TAX MAP DEPARTMENT USE ONLY .....

**Reviewed by Tax Map Attendant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- ☐ Description pre-approved for transfer
- ☐ Description pre-approved for transfer with edits (no need to resubmit)
- ☐ Correction needed on the description (resubmit)

| <i>Subdivision Lot</i>        | <i>Metes &amp; Bounds</i>     |
|-------------------------------|-------------------------------|
| ___ Situate                   | ___ Situate                   |
| ___ Lot Number                | ___ Twp, Range & Section      |
| ___ Subdivision Name          | ___ Closure                   |
| ___ Plat Book & Page          | ___ Acreage                   |
| ___ Prior Deed/O.R. Reference | ___ Prior Deed/O.R. Reference |
| ___ Parcel Number             | ___ Parcel Number             |

### COMMENTS ON REVERSE

- ☐ Description pre-approved for transfer with "Inaccurate Description"
- ☐ Description pre-approved for transfer with "Survey Required for Future Transfer"
- ☐ Description denied, New Survey required before this transfer

## **COMMENTS**