Plats for recording in Cuyahoga County.

- *All plats should be submitted for review before recording.*
- *All approvals are good for 24 months. Please call the Tax Map Office for conformation.*
- *Plats should be produced from field observations and record information.*
- *Short form description / desk consolidations are not acceptable for consolidations or splits.*
- *All plats should be done in accordance with OAC 4733-37, minimum standards for boundary surveys.*

Plats submitted to the County for review and recording should include:

- Plats should have a clear title.
  - Plats should include situated clause stating subject property City, Cuyahoga County, State of Ohio, all/or portions of recorded plats/subdivisions (if applicable), part of Original Township Lot, Recording information of Plat/Subdivision (if applicable).

- Approval Clauses
  - City – Titles or Print Name Space (Confirm with local municipalities)
  - Ownership – Titles or Print Name Space
  - Notary block
  - Surveyors signature block, including statement that the plat was done in accordance with OAC 4733-37, minimum standards for boundary surveys.

- Existing Monumentation and Set Monumentation
  - Monument type and size should be clearly listed
  - Monuments should be labeled found and used or distances to the monument should be clearly listed.
  - Distances between or to existing and/or set monuments should be clearly shown.
  - Monuments should be field checked within the last 24 months for changes.

- New Parcels
  - New parcels should all get a unique new parcel designation
    - Example Parcel “A”, Block “A”, Sublot 1, etc.
    - “Remainder Parcels” can only be used in certain circumstances. Please check with the County Tax Map Department, County Surveyor, City Officials.

- An effort should be made to define all property involved in Lot Split and/or Consolidation Plats when possible. Cuyahoga County will not except plats with remainder parcels under 5.5 acres. All parcels being split and/or consolidated and having an acreage of 5.5 or less, must be shown and defined on said plat(s). Some exceptions may apply (i.e. Railroad transactions) please contact the Tax Map Department for confirmation.
- All property(s) part of New Subdivisions must be defined and shown.
- Each new parcel should have a clearly dimensioned tie down to a monument or common corner. (Monument Box, Subdivision Corner, intersection of Centerline(s), Right of Way(s), Original Lot line(s), etc.)
- Bearing and distance should be clearly shown for all new parcel lines.
- Area should be shown for all newly created parcels.
    - Area should be shown in Acres (0.0000) and Square Feet
    - If parcel(s) have area within the right of way surveyor must show Total, Within R/W, and include Net Area. This is for the appraisal department.
- Plat subject parcels should be bold and stand out.
- Property lines being vacated or previously vacated should be shown as a different line type and "Z" hooks should be shown.
- Current Cuyahoga County Permanent (Tax) Parcel Numbers should be shown for Subject and Adjacent Parcels.
- Parcel Number Format:
    - Permanent Parcel Number – P.P.N.
    - 8 digit parcel number, Map (3 digit)-Page (2 digit)-Parcel (3 digit)
    - Should look line P.P.N. XXX-XX-XXX (MUST HAVE DASHES)
- Adjacent Parcel information needs to be shown.
    - If adjacent parcels are platted and in same Subdivision: Platted Sublot, County PPN, Ownership, Record Deed Information (AFN. or Volume and Page)
    - If Adjacent Parcels are NOT platted : County PPN, Ownership, Record Deed Information (AFN. or Volume and Page)
    - If Adjacent Parcels are platted and in DIFFERENT Subdivision (Plat) (ie. New parcel lines are along a subdivision line) : List adjacent Subdivision (or Plat) title and recording information (Volume and Page of Cuyahoga County Map Records or AFN of Cuyahoga County Records, they are two different sets of records.)

- Plat should show and label all Sublots / Parcel, or reference or importance to the boundary calculations.
- All properties being defined/created on new plats MUST have defined clear access.
  - Access to Public Right of Way
  - Access to Private Right of Way (with proper agreement(s) noted)
  - Ingress / Egress Easement defined and shown on plat.
- Newly created Consolidated Parcels must be contiguous. They cannot "leap hook" aka "jump-hooks" over road, ownership, railroads, etc.
  - Some historical variances may be grated, please contact the Tax Map Department for confirmation.

- Basis of Bearing
  - If using Ohio State Plane Ohio North (ODOT RTN) for the basis of bearing, please proved northing and easting coordinates on at least 2 survey monuments.

- General Information/requirements.
  - Must show Legend
  - Must show Survey References
  - If using references in labeling (xx.xx' Ref.-Meas.) make it clear what references.
  - Basis of Bearing.
  - All Bearing will be expressed in Degrees, Minutes, Seconds
  - Curve data should include Length, Radius, Delta, Chord Bearing and Distance.
  - All distances go to the hundredths (100.00')
  - Must show North Arrow
  - Must show Written & Graphic Scale
  - Text size 1/8 inch or larger
  - Acceptable paper sizes : Minium 18"x24" - Maximum 24"x36"
  - Street Information included Name, Width, former name (if applicable), dedication (if applicable).
  - Date of Survey / Field work, if different.

- Printing – In person recording
  - All plats should be printed in black and white.
  - No color, light grey scale, or dense hatching will be accepted due to clarity of scans.

- Legal Descriptions for newly created parcels.

- After a plat has been recorded a short form/situated description should be used for transfer of the property or other recorded documents.
- Short form/situated description need to include the parcel area, as stated on the recorded plat. **Example available upon request.**

- SIDE NOTES FOR REFERENCE TERMINOLOGY
- Cuyahoga County Recording Information.
  - Recorded Plats
    - Volume / Page of Cuyahoga County Map Records
    - AFN. of Cuyahoga County Records
  - Recorded Condo Plats
    - Volume / Page of Cuyahoga County Condominium Records
    - AFN of Cuyahoga County Records
  - Recorded Documents
    - Volume / Page of Cuyahoga County Deed Records (or just records is acceptable)
    - AFN. of Cuyahoga County Records.

If you have any questions or need more information, please contact:

- Sean Snezek – Tax Map Supervisor, 216-348-4897, ssnezek@cuyahogacounty.gov
- Pete Gauriloff PS 8646 – Chief Surveyor, 216- 698-2329, pgauriloff@cuyahogacounty.gov