MAHONING COUNTY GIS CONTROL FORM

Drop Off Date: _____ **Time:** _____

Contact Person: _____ **Phone/Email:** _____

Document Type (circle one): Affidavit Deed New Survey Pre-Approval

Plat Replat Split Survey Consolidation

Is this transfer exempt? (circle one) yes no

Are taxes paid? (circle one) yes no

Is the parcel on CAUV? (circle one) yes no

If parcel(s) is on CAUV, it is the responsibility of the contact person to call the CAUV Department of the Auditor's Office at 330-740-2010, ext. 7589.

Parcel numbers involved (use back if necessary):		**For GIS Use Only:**
		Approved by GIS: Yes No
		Date Approved: _____
		Approved by: _____
		If NOT, why:_____
GIS Comments		

Person picking up documents <u>must</u> read the following before signing:

I understand that once this form and any other split/plat documents are picked up from the GIS Department, I have until the end of the next business day to take all documents to the Auditor's Office for processing. If I do not take all documents to the Auditor's Office by the end of the next business day, the documents will need to be returned to GIS to restart the process from the beginning. Also, all documents must be recorded in the Recorder's Office after being processed in the Auditor's Office.

Signature_____Date_____Time _____

<u>For Auditor Use Only</u>

Received by Auditor's Office on: Date/Time: _____	Completed by Auditor's Office on: Date/Time: _____	Contacted by Auditor's Office on: Date/Time: _____
Received by: _____	Completed by: _____	Completed by: _____

GIS Signature_____Date_____Time_____

Auditors Office Signature_____Date_____Time_____