

# **GIS Pre-Approval of Legal Descriptions for Conveyance Transfers** **(money exchanged between buyer and seller)**

(Pre-Approvals are **OPTIONAL** and are used to determine if a New Survey is needed.)

**ONLY submit a Pre-Approval if the legal description is:**

- 1) In **ACREAGE** and the last recorded deed has **NOT** been reviewed by GIS **within last 2 years** (see *Mahoning County Conveyance Standards Page 2*) or
- 2) **PART of a Platted Lot** that is **NOT** between parallel lines (see *bottom of page for Mahoning County Conveyance Standards Page 4, Item 4*)

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The following documents **MUST** be submitted to GIS with all Pre-Approvals:

- 1) **Completed** GIS Control Form **including Parcel Numbers** to be checked
- 2) Last recorded deed
- 3) If there are multiple legal descriptions on the Deed, please indicate which ones you want Pre-Approved.
- 4) Complete a **SEPARATE** GIS Control Form **for EACH** Deed.
- 5) Copy of "vacation" legislation (Commissioners Journal or Ordinance) & language to be added.
- 6) Copy of ROW take legal exceptions must be provided.

**NO** Pre-Approvals will be accepted by email or any type of postal delivery. All Pre-Approvals must be **dropped off** at the Mahoning County GIS Department, Mahoning County Administration Building, 1<sup>st</sup> Floor, 21 W. Boardman Street, Youngstown, OH 44503.

**NO** Exempt Transfers. Pre-Approvals will only be accepted on conveyance transfers where money is exchanged between a buyer and seller (a sale).

**NO** Pre-Approvals will be accepted on full platted lots (see Mahoning County Conveyance Standards, page 4, for description requirements).

**NO** Pre-Approvals will be done on **ANY NEW** legal descriptions (new surveys, split transfers, survey consolidations, etc.).

**PLEASE NOTE:** The stamped **Pre-Approval will act as the Prior Deed** when the new Executed Deed is dropped off for processing & **will follow the processes for GIS approval.**

## **Mahoning County Conveyance Standards Page 4, Item 4:**

Any **portion of a platted lot which was split** prior to the creation of the Mahoning County Conveyance Standards, **shall have an adequate description for the portion being conveyed.** An adequate description for part of a platted lot would be "the westerly 10 feet of Lot XXX in the City of X." The 10 feet shall be between parallel lines, **any portion of a platted lot that cannot be described as above shall be Re-Platted.**