



AUGLAIZE COUNTY
DESCRIPTION PRE-APPROVAL FORM



Submissions may be made via:

Mail or drop off: Map/GIS Office, 209 S. Blackhoof St., Suite 104, Wapakoneta, OH 45895

Fax: 419-739-6741

Email: MapOffice@AuglaizeCounty.org

Instructions: This form is required for all submissions for pre-approval at Auglaize County. Once an acceptable conveyance pre-approval has been granted, this form is required along with the executed conveyance to the Auglaize County Map Office for the appropriate stamp to be affixed to the description within the conveyance document. This must be completed prior to transfer at the Auglaize County Auditor's Office.

TAX PARCEL(S) #: _____

SUBMITTING PARTY: _____

Return comments via: Fax: _____

Email: _____

Mail (include self-addressed stamped envelope)

Pick-up in person

..... AREA FOR MAP OFFICE USE ONLY

Reviewed by: _____ Date: _____

Contact County Engineer about sewer payment prior to closing.

Acceptable Conveyances:

Description pre-approved for transfer.

Description pre-approved for transfer with "New survey required next transfer".

Description pre-approval for transfer with "New survey recommended next transfer".

Rejected Conveyances (Must be resubmitted for an Acceptable Conveyance):

Correction needed on the description before transfer.

New survey required before this transfer.