

# Holmes County Tax Map Office

75 East Clinton Street, Suite 102 Millersburg, Oh 44654

Phone: (330) 674-6631

Email: [taxmap@co.holmes.oh.us](mailto:taxmap@co.holmes.oh.us)

## Mailing Instructions for Document Review

**Step One: Tax Map Office Review:** All documents are subject to a 24-hour review period.

### The Following Must be Provided:

- Holmes County Map Office Submittal Slip which can be found in the Document Library of our county website at [www.co.holmes.oh.us/tax-map-document-library](http://www.co.holmes.oh.us/tax-map-document-library)
- Written instructions for the type of review requested and return of the documents.
- Adequately sized envelopes, large enough to enclose all documents. Pre-addressed labels and correct postage must be affixed to the envelopes for each office.
- All forms and fees that may be required per each individual office.
- If you wish for us to “HOLD” the document for pick-up, or have it returned in the mail, clearly state the name of the person or company picking it up.

**If corrections are needed upon review**, you will be notified via the contact information completed on the Submittal slip.

**Approved documents** will need to continue with the transfer and recording process. Please see the steps below.

**Steps Two through Four, will need to be completed for each document.**

Contact each office for requirements, forms, and fees regarding office policy.

**Step Two:** **Planning Commission**

2 Court Street, Suite 2, Millersburg, OH 44654

(330) 674-8625

**Step Three:** **Holmes County Auditor’s Office**

75 East Clinton Street, Suite 107, Millersburg, OH 44654

(330) 674-1896

**Step Four:** **Holmes County Recorder**

75 East Clinton Street, Suite 101, Millersburg, OH 44654

(330) 674-1896