Holmes County Map Office

75 East Clinton Street, Suite 102 Millersburg, Oh 44654
Phone: (330) 674-6631
Email: mapoffice@co.holmes.oh.us

Mailing Instructions for Document Review

Step One: 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
- Written instructions for the type of review requested and return of the documents.
- Clearly state if you wish for us to "HOLD" the document for pick-up, or have it returned in the mail. If document is to be held, provide the name of the person or company picking it up.
- 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 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 21, 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) 674-5916