

**TAX MAP OFFICE REVIEW PROCEDURE**  
**HOLMES COUNTY, OHIO**

Tax Map Review DOES NOT transfer and record the document.

**SUBMISSION FOR APPROVAL**

The document intended for transfer shall be presented for review and approval prior to being transferred and recorded. Allow 1 full day (24 hours from drop off to pick up), excluding weekends and holidays, for document review.

A completed Holmes County Map Office Submittal Slip must accompany each document submitted. This form and a letter of explanation can be found in the Tax Map section of the DOCUMENT LIBRARY on the county website at [co.holmes.oh.us](http://co.holmes.oh.us).

A full-scale surveyor's plat intended for recording shall accompany all documents that contain a legal description for any new survey.

**IF APPROVED**, the document will be stamped and returned to the submitting agent.

**IF NOT APPROVED**, the document will be returned to the agent with those items requiring correction or revision identified. Corrections within the legal description will require a newly printed page; no handwritten corrections within the legal description will be accepted. The entire text of the legal description shall be clear and legible as determined by Tax Map Office staff.

When a corrected document is resubmitted, all papers, copies, and forms from the previous review must be included for further processing.

Resubmitted documents are subject to the above 24 hour rule.

**TO SUBMIT A DOCUMENT FOR MAP OFFICE REVIEW:**

**IN PERSON** : bring the document to the Tax Map Office

**BY MAIL** :

- A) Mail to: Tax Map Office, 75 E. Clinton Street - Suite 102, Millersburg, Ohio 44654.
- B) Attach a Holmes County Map Office Submittal Slip to each document submitted. Copy the form as needed.
- C) Include written instructions for method of returning documents to you.
  - ❖ To pick them up in person, instruct us to "hold" the documents in our office for your pick-up.
  - ❖ To have them returned by mail, you must provide a self-addressed envelope that is large enough and has enough postage for the return of all documents.
  - ❖ To have them mailed to another office, specify to which office you wish us to mail your documents. If one is not specified, the documents will be returned to the submitting agent. Include written instruction for that office, enclosing all proper forms, checks, etc. for processing the document. Again, you must provide addressed envelopes large enough and with enough postage to send all documents.
- D) Provide a self-addressed stamped envelope for return of your documents after recording.

**QUESTIONS** ?? Phone 330-674-6631