

MAHONING COUNTY GIS CONTROL FORM

Drop Off Date _____ Time _____

Contact Person _____ Phone/Email _____

Document Type (circle one): Deed Affidavit Plat Replat Split New Survey
 Survey Consolidation Pre-Approval

Is this transfer exempt? (circle one) yes no

Are taxes paid? (circle one) yes no

Is the parcel on CAUV? (circle one) yes no

If parcel(s) is on CAUV, it is the responsibility of the contact person to call the CAUV Department of the Auditor's Office at 330-740-2010, ext. 7589.

For GIS Use Only		
Approved by GIS: Yes No	Parcel numbers involved (use back if necessary):	
Date Approved: _____		
Approved by: _____		
If NOT, why: _____		

GIS Comments		

Person picking up documents must read the following before signing:

I understand that once this form and any other split/plat documents are picked up from the GIS Department, I have until the end of the next business day to take all documents to the Auditor's Office for processing. If I do not take all documents to the Auditor's Office by the end of the next business day, the documents will need to be returned to GIS to restart the process from the beginning. Also, all documents must be recorded in the Recorder's Office after being processed in the Auditor's Office.

Signature _____ Date _____ Time _____

For Auditor Use Only		
Received by Auditor's Office on: Date/Time: _____	Completed by Auditor's Office on: Date/Time: _____	Contacted by Auditor's Office on: Date/Time: _____
Received by: _____	Completed by: _____	Completed by: _____

GIS Signature _____ Date _____ Time _____

Auditor's Office Signature _____ Date _____ Time _____