

Currently, there are four (4) ways in which a legal description can be reviewed by this department. All four (4) methods require to have the following; Auditor's Parcel Numbers and Survey Reference on the "**ORIGINAL**" document, legible copy of the prior instrument and a legible copy of any new survey.

Our policy for submissions is that whatever method you begin with, we will complete our review and return to you with the same process (i.e. if you drop off at courthouse, we will return to courthouse).

The four (4) methods in which a legal description can be approved are as follows:

COURTHOUSE DROP OFF

A drop off location is in the Office of Deb Nester the Williams County Auditor. Place the above required information in a manila folder with your name and telephone number on the folder's tab. The folder should be put into the area marked "In". Once your document has been reviewed by this department, it will be returned to the Auditor's Office and placed in the area marked "Out".

COUNTY ENGINEER'S OFFICE DROP OFF

Place the above required information in a manila folder with your name and telephone number on the folder's tab. Drop your folder off at the Williams County Engineer's Office located at 12953 County Road G at the dispatch window in the main lobby. You will be called when your documents have been reviewed.

MAIL DELIVERY OPTION

Include the above required information in your correspondence to be mailed. This must also include a cover letter stating what documents that you want reviewed. Included a self addressed stamped envelope as well. Mail to the following address:

Williams County Engineer's Office
% Tax Mapping
12953 County Road G
Bryan, OH 43506

INTRANET EMAIL SUBMITTAL

This method requires some coordination between our IT systems department and your IT systems department. This is not recommended for someone who submits documents to this department for review on an occasional basis.

To use this method, you will need to be able to submit a Microsoft Word (2003) Document, as well as have a high speed internet connection. The Word file shall be the document that is going to be recorded. The prior recorded document can be a scanned image, normally a .tif or .pdf file.

To use this method, you will need to provide us with your IP address as well as an email address that you want notified when your document has been reviewed.