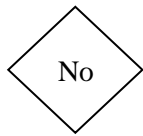


# Morrow County Parcel Management Workflows

**Customer shows up or is directed to Tax Map Office**

Deeded Ownership Change  
New Survey  
Parcel Split, Combine Survey Plat

Is Planning Commission or Health Department Review Triggered?



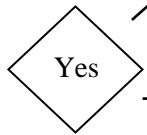
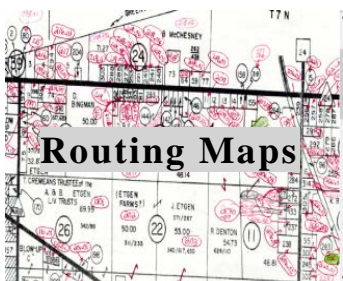
Tax Map Office reviews per Conveyance Standards. Stamp certifies compliance or "New Survey required upon next transfer".

Tax Map Office Parcel splits, combines, road right-of-ways, subdivisions. Re-survey requirements historical tracking into the Parcel Fabric. Assign Address.

**Tax Maps**

- Parcel boundaries
- Sublot numbers (aka "bubble numbers")
- Lots, Quarter Sections and Sections
- Township & Range lines
- Political Subdivision boundaries
- In Lots / Out Lots
- Parcels with pending Surveys (red pencil)
- Tax map Acreage
- Owner name
- Document Numbers
- Lot Dimensions
- Water feature names
- Notes

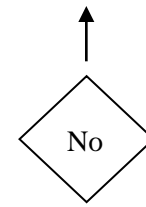
Maintain



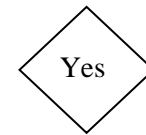
Health Department For lot splits under 5 acres applies subdivision regulations, ORC duties. Stamp certifies deed or Subdivision Plat Map

Planning Commission Applies subdivision regulations, ORC duties. Stamp certifies Original Subdivision Plat Map

Returned to customer for revisions and compliance



Are regulations met?



Auditor's Office receives deed, creates new parcel, deletes parcel. MVP updated with new owner name, tax mailing address, location address and deed

Auditor's Office establishes 2.5% and/or Homestead tax relief programs. Review if any oil/gas concerns, CAUV, Forestry, Agricultural Program.

Recorder's Office records deed/documents following above Auditor actions.

Auditor's Office Enters the above recorded Document Number the following day.

Transfer spreadsheet populated:

- Grantor
- Owner name
- Plat No.
- Section
- Lot
- Survey
- PPN
- Volume
- Page
- Acreage
- Grantee
- Acreage 2
- Date

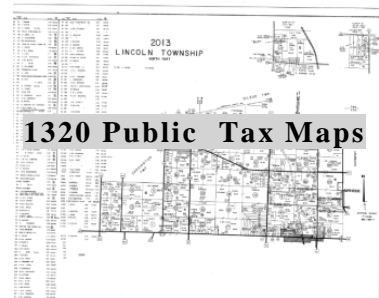
Copy/scan deed legal description, load online

Cross Reference Sheets

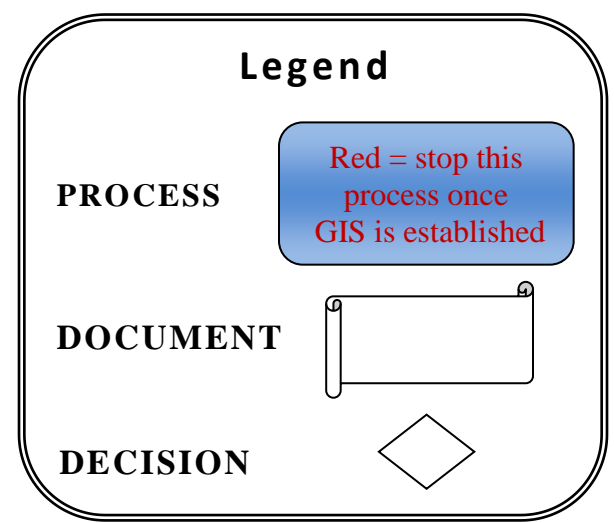
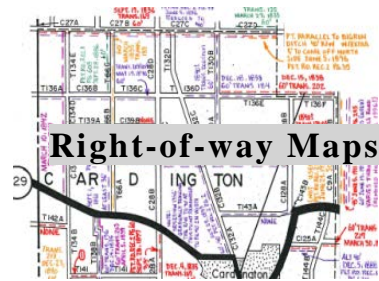
Draft/Scan



Draft/Scan

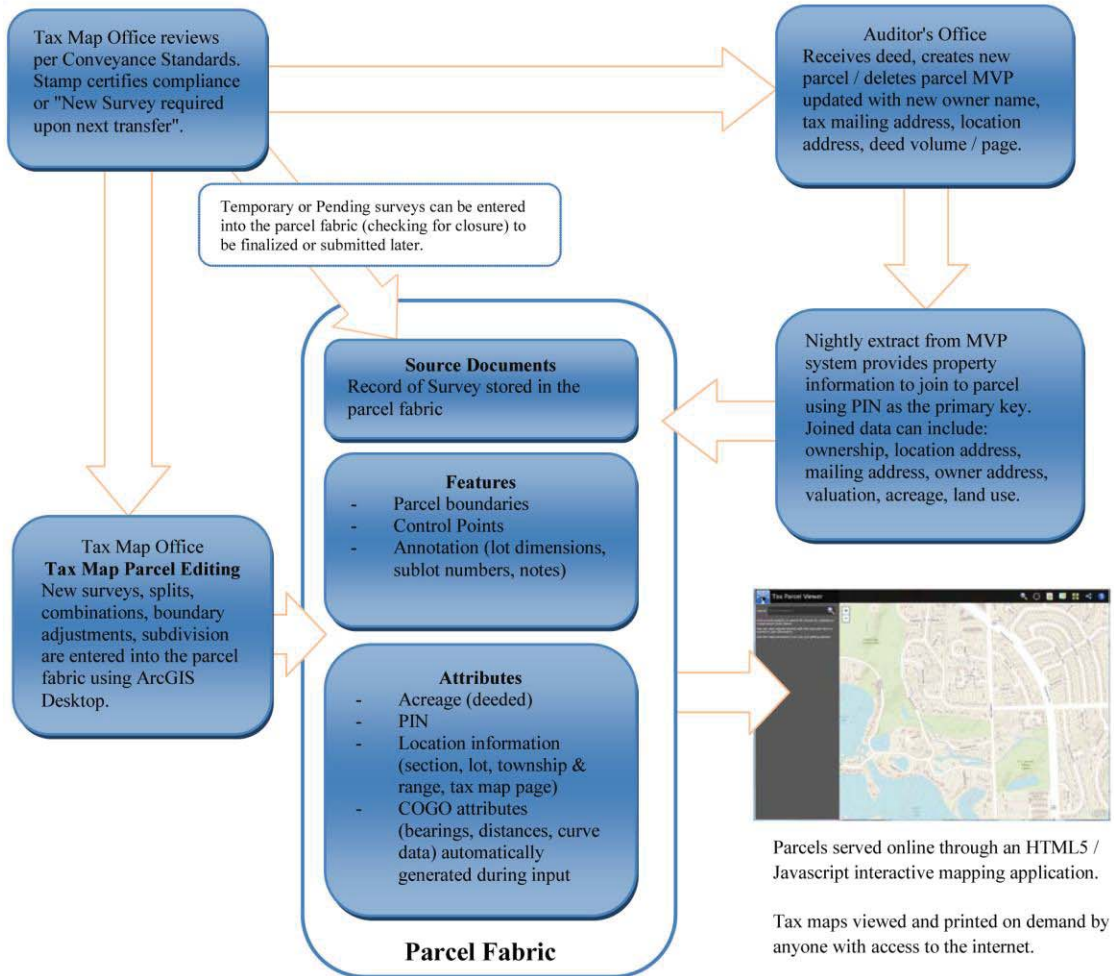


Draft/Scan



# Morrow County Parcel Management Post GIS Implementation

## Parcel Maintenance Workflow



### Redundancies / Steps eliminated from existing workflow:

- No need to draft & scan physical tax map
- No need to update 1320 public tax maps
- No need to draft & scan right-of-way maps
- No need to record owner's name, document numbers
- No need to draft pending surveys twice
- No need to maintain transfer spreadsheet
- No need to develop & maintain cross reference spreadsheets
- No need to maintain separate record of survey
- No need for Auditor to manually cross reference parcels for routing maps

### Efficiencies / Benefits created:

- 24/7 access to tax maps
- Tax Map and Auditor parcel identification reconciled
- Improved parcel boundary accuracy through coordinate geometry input
- Digital parcel dataset available for other applications and analysis