

Patrons of Mahoning County GIS/Tax Map,

Due to the extraordinary circumstances persistent in the world currently, our office is physically closed to the public for the month of April 2020. We will still be operating remotely.

The process will, therefore, need to be adjusted for the submittal and retrieval of documents, as well as other office functions.

For the foreseeable future, the following process can be used:

If at all possible, scan and email:

- 1) your document,**
- 2) a completed control form** (digital form attached and available online),
- 3) the prior deed** (not necessary for plats, replats, or surveys).

For surveys and larger drawings, surveyors may be able to provide a .pdf to include in the email. For plats going through Mahoning County Planning Commission, the approved plats will be forwarded by that office to us. We will not process these until a completed control form is submitted.

Emails can be sent to [icassidy@mahoningcountyoh.gov](mailto:icassidy@mahoningcountyoh.gov), [jnewhard@mahoningcountyoh.gov](mailto:jnewhard@mahoningcountyoh.gov), and/or [jmurphy@mahoningcountyoh.gov](mailto:jmurphy@mahoningcountyoh.gov).

Drop the original documents at the Auditor's Office in the tax map basket. The Auditor's procedures will need to be followed when dropping off, including attaching completed forms, checks, etc. **See Auditor procedure attached or posted online.**

When notified of completion, pick up outside the Auditor's Office.

Any documents that are incomplete or contain errors are going to be rejected and returned. These offices do not have the capacity currently to manage corrections and replacements at this time. Please, check and double-check to avoid unnecessary delays.

If emailing is not possible, documents can still be dropped at the Auditor's office, but may take a little longer to be completed.

Please be patient with us as we sort this system out and adjust. There is likely to be growing pains, but we are committed to keeping your business moving forward.

Voicemails left on our phone will be answered as soon as possible. We are working remotely, but we are available via voicemails on the office phone and email.

**Mahoning County Tax Map Control Form**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Check one of the following:**

Deed (If Deed is checked, Is this an exempt transfer - Yes or No?)      Affidavit

\*Plat                      \*Replat                      \*Split                      New Survey                      \*Survey Consolidation

\*Are taxes paid?      Yes      No                      Pre-Approval

**Contact Person's Name:** \_\_\_\_\_

**Contact Person's Telephone Number/Email:** \_\_\_\_\_

**Is this on Farm Bill (CAUV)?**

*No*

*Yes - NOT CONTINUING (recoupment must be paid at time of transfer)*

*Yes - CONTINUING (application fee must be paid at time of transfer)*

**FOR TAX MAP & AUDITOR'S OFFICE USE ONLY BELOW THIS LINE:**

Approved by Tax Map:    Yes      No Date approved: _____ Approved by: _____ If NOT approved, why: _____	<u>Received by Auditor's Office on:</u> Date/Time: _____ Received by: _____
<u>Parcel numbers involved (use back if necessary):</u> _____ _____ _____ _____ _____	<u>Completed by Auditor's Office on:</u> Date/Time: _____ Completed by: _____
	<u>Contacted by Auditor's Office on:</u> Date/Time: _____ Contacted by: _____
Tax Map Department Comments: _____ _____	

Contact signature & date/time picked up:

Auditor's Office signature:

\_\_\_\_\_

\_\_\_\_\_

**\*\*Please read before signing\*\***

I UNDERSTAND THAT ONCE THIS DOCUMENT ALONG WITH ANY OTHER SPLIT/PLAT WORK IS PICKED UP FROM THE GIS/TAX MAP OFFICE, I HAVE UNTIL THE END OF THE NEXT BUSINESS DAY TO TAKE THIS TO THE AUDITOR'S OFFICE TO BE PROCESSED. IF I DO NOT TAKE IT TO THE AUDITOR'S OFFICE BY THE END OF THE NEXT BUSINESS DAY, THEN THE DOCUMENT ALONG WITH ANY OTHER SPLIT/PLAT PAPERWORK WILL NEED TO BE RETURNED TO THE GIS/TAX MAP OFFICE TO BEGIN THE PROCESS FROM THE BEGINNING.

ALSO, YOU MUST RECORD THIS DOCUMENT IN THE RECORDER'S OFFICE AFTER IT IS PROCESSED IN THE AUDITOR'S OFFICE.

SIGNATURE \_\_\_\_\_

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BELOW TO BE FILLED OUT BY GIS/TAX MAP OFFICE

DATE \_\_\_\_\_ TIME \_\_\_\_\_

TAX MAP SIGNATURE \_\_\_\_\_