

# 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 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: _____		
_____		
_____		
<u>GIS Comments:</u>		

**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 \_\_\_\_\_