

GIS Pre-Approval of Legal Descriptions for Sales

Only Submit to GIS for Pre-Approval if the legal description is:

1. Acreage and the current deed of record has NOT been reviewed by GIS within the last calendar year (see Mahoning County Conveyance Standards page 2):
or
2. Part of platted lot with an inadequate description (see Mahoning County Conveyance Standards page 4)

The following documents must be submitted to GIS with all Pre-Approvals:

1. Completed GIS Control Form including parcel numbers
2. Current Deed of Record
3. If there are multiple legal descriptions on the deed, please indicate which ones you want approved
4. Separate GIS Control Form for each deed

All pre-approvals will be dropped off at the Mahoning County GIS Department (front lobby of Mahoning County Administration building, 21 West Boardman Street, Youngstown, OH 44503).

NO pre-approvals will be accepted by email or any type of postal delivery.

Pre-approvals will only be accepted on conveyance transfers where a sale will occur. They will not be accepted on exempt transfers.

NO pre-approvals will be accepted on full platted lots (see Mahoning County Conveyance Standards, page 4, for description requirements).

NO pre-approvals will be done on ANY NEW legal descriptions (new surveys, split transfers, survey consolidations, etc).

Upon the completion of the pre-approval, the executed deed will still follow the current processes for approval in GIS.

The stamped pre-approved deed will act as the prior deed when the original deed is dropped off for processing.