



## TAX MAP/GIS NEWSLETTER Fall 2015

The BCEO's Tax Map Department would like to share some updates with you.

### Restructuring the Tax Map Department

As of October 5, 2015 the Tax Map Office is moving from the downtown Hamilton location to the Butler County Engineer's Office (BCEO) at 1921 Fairgrove Avenue (Ohio 4), Hamilton, Ohio. The Tax Map Office employees have worked with the Auditor's Conveyance Office to establish electronic processes to make this move seamless with minimal impact on our customers. If our customers use all of the electronic services that we have available they should be able to convey land in the same manner as they always have. We do ask that those companies which submit legal descriptions on a regular basis to please follow the instructions below, under "**Process to Get Legal Descriptions Pre-Approved**," to make this process as seamless as possible. If there is a need to visit the BCEO, our staff will be happy to assist you.

The Tax Map Office will still have the ability to print copies for customers; however, our customers will need to pay cash for the service. After October 5, 2015, Tax Map will no longer have open accounts for customers to charge for printed copies.

Customers are also able to electronically submit new surveys and legal descriptions to the Tax Map Office to be put on file by our Office. Please follow the instructions on our website at:

<http://www.bceo.org/departments/engineering/TaxMapElectronicSurveyInstruction.pdf>. If you have any questions, please contact us.

**The Tax Map Office telephone number will change** effective October 5, 2015. The new number will be the main number of the Butler County Engineer's Office: 513-867-5744.

### Process to Get Legal Descriptions Pre-Approved

- Documents shall only be submitted in PDF format. The Tax Map Office will stamp either "APPROVED" or "NOT APPROVED" with comments and will reply via email.
- All submittals shall be sent to the following email address: [taxmapreview@bceo.org](mailto:taxmapreview@bceo.org) .
- After receiving the APPROVED legal description from the Tax Map Office, the customer will please make a color print of the legal description showing the BCEO colored stamp, attach it to the deed, and bring the color print of the APPROVED legal description to the Auditor's Conveyance Office upon transfer. The Auditor's Office will not accept anything but a red stamp on the legal description.

### Submitting Surveys Electronically to the Tax Map Office

- We will still be accepting printed surveys and legal descriptions that are brought to our office.
- In addition to accepting printed surveys our office is now able to accept surveys and legal descriptions digitally. On our website is a brochure explaining how to set up an account and a step-by-step guide detailing how to submit the digital files.

<http://www.bceo.org/departments/engineering/TaxMapElectronicSurveyInstruction.pdf>

The goal of the BCEO's Tax Map Department is to provide our customers convenient, time-saving access to information that they need to perform their jobs and to provide a more accessible and economical way to submit information to our office