

Tuscarawas County PreApproval and Recording of Deeds process

1. Fill out Pre-Approval Form and attach a copy (original not accepted for pre-approval) of deed to be conveyed. Leave it in the [Tax Map Office](#) Pre-Approval bin. This process takes a minimum of 2 days (48 hours) in its turn around.

** All **CORRECT** Parcel Numbers must be on the Deed and listed with each parcel it belongs to

** If required be sure to have included copies of Regional Planning & Access Management Approval when turning in preapproval

** Pre-Approval's left over 30 days will be shredded.

** Deeds must be recorded with Recorder the same day the Tax MAP/GIS Office stamps them.

2. After the 2 Day Pre-Approval, bring the Original Deed to the Tax MAP/GIS Office. Your Pre-Approval should be in a Drawer in our (black) pick up cabinet. Put your Pre-Approval copy with your Original Deed into the Recording Bin. The Tax MAP/GIS Office will then Stamp the Deed. This process takes approximately 15 min, depending on the number of recordings the bin at that time.

3. Take to the [Auditor's Office](#) next. They will change the tax records and stamp your Deed.

4. Take to the [Recorder's Office](#) and they will finalize recording of your Deed.

Note: Pre-Approvals can may be dropped off in person or mailed; no faxes or emails.

**Last drop-offs in Map-GIS Office are 3:30pm anything after 3:30pm will have to be brought back the next business day.

**as Last recordings in the Recorders Office is by 4:00pm.

**The Actual Recording Process must be done in person by
Taking the deed to each office to get their stamp.

**The Offices will not do this step.

Thanks,

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