



Development Services
Title Submission & Review
Requirements
Effective September 15, 2008

(RV 9/15/2013)

Development Services converted the title review process to **hard** electronic media. Comprehensive title submission by electronic media benefits Applicants, reduces costs, labor and processing time among planners and reviewers of development projects by eliminating additional title-related submittals.

Applicant shall submit all Title Commitments and Reports with individual supporting Schedule "A" vesting documents and Schedule "B" documents in virus-free, **hard** electronic media (**CD/DVD only**), saving documents individually in subfolders as a **PDF (.pdf)** document. The Title Commitment or Report must be complete and current, dated within 60 days of submittal. Title Reports that are split or have missing pages are invalid and cannot be accepted.

Incomplete submittals, paper or e-mail documents, alternate media or formats cannot be accepted. Non-compliance will require additional title submittals and review fees from the Applicant. Records Managers will determine if a submission is rejected or eligible for fee-based document conversion. **The Applicant is responsible for all conversion fees which will be invoiced to the project.** Fees are determined by Mayor and Council by Ordinance and amended from time to time.

Applicants shall provide the following:

1. Identify and label each CD/DVD submittal by Project Name, Project Number, Vested Parcel Owner Name and Tax Parcel Code for each request.

Example: Western Reserve Center DPR0908-003 John Smith APN: 101-56-6298

2. The Title Commitment or report must be *complete* and *current*, sequenced from Page 1 to end page without missing pages. (Plats, Resubs, Dedications, Easements, Abandonments and Acquisitions **require** a signed and sealed, insurable **Title Commitment.**)
3. Provide individual documents on CD/DVD, saved in three (3) subfiles identified as **Title Report, Schedule "A" Docs** and **Schedule "B" Docs**. Include an electronic copy of the complete, current Title Commitment or Report, Schedule "A" vesting documents and Schedule "B" documents identified in the Title Report. **Save each document individually in PDF (.pdf) format by numeric-alpha naming convention or sequence number, regardless of the number of pages in each individual document.** Label each Schedule "A" and "B" document by recorded naming convention, sequence number or official reference number for that document identified on the first page of the document or in the title report, *i.e.* ***Sequence Number, Docket & Page, Book & Page, Record of Survey**, etc. using the **numeric-alpha conventions** below.

Example: Recorded document file names by naming convention:

<i>Docket 34567 Pg 987</i>	=	<i>34567-987 DP</i>
<i>Bk 43 Pg 21 MP</i>	=	<i>43-21 MP</i>
<i>Bk 65 Pg 5 ROS</i>	=	<i>65-5 ROS</i>
<i>Sequence No. 34982647526</i>	=	<i>34982647526 * (use after 1/17/11 only)</i>

4. Identify the Title Report file in the **Title Report** subfile by policy number, amendment and issuer using the **numeric-alpha conventions** below.

Example: Title Report file names: 78907555 FAM; 09876234_AMD5_LTAZ