

**PERMANENT  
PARCEL  
NUMBERING  
SYSTEM**

Approved by  
**Lorain County**  
Board of County Commissioners  
County Engineer  
County Auditor  
Lorain County Tax Map Department  
L. W. Hall, Supervisor

PERMANENT PARCEL NUMBERING SYSTEM

Lorain County, Ohio

FORWARD:

This booklet has been prepared to explain and describe the PERMANENT PARCEL NUMBERING SYSTEM as designed and established for the identification of real estate parcels in Lorain County, Ohio.

The system has been designed to rapidly and logically identify any single parcel of real estate in Lorain County by a simple numerical description rather than the customary legal description heretofore used. This simple description of land will be beneficial to the public and to the various County government offices involved by simplifying the location and description of parcels. In the past, in order to describe the boundaries of a parcel of land, often lengthy and complicated legal descriptions were required. To illustrate the simplicity of the PERMANENT PARCEL NUMBERING SYSTEM as compared to a legal description, the following example is given:

<u>LEGAL DESCRIPTION</u>	<u>SAME PARCEL AS DESCRIBED BY PERMANENT PARCEL NUMBER</u>
7.20 acres in Tract No. 6 described as follows: Commencing at the S. W. 'ly corner of Tract No. 6, thence N. 'ly along the center line of Ashland-Oberlin Rd. a distance of 1812.10 ft. to the point of beginning; thence N. 'ly along the center line of Ashland-Oberlin Rd. a distance of 332.30 ft., thence E. 'ly for 675.49 ft., thence S. 'ly for 522.08 ft., thence W. 'ly for 462.12 ft., thence N. 'ly for 193.00 ft., thence W. 'ly for 219.15 ft. to the point of beginning, all in Tract No. 6, Huntington Twp., Lorain Co., Ohio.	21-06-000-000-012

Some of the immediate and future benefits of the PERMANENT PARCEL NUMBERING SYSTEM are:

- (1) The rapid and simplified location and identification of any parcel in the County by a consistent geographical location system.
- (2) The simplified recording of deed transfers in the Lorain County Tax Map Department. Ownership transfers will be made on the record card only, rather than on a temporary record and later on the tax map itself.
- (3) The useful life of ownership records will be greatly extended and preserved. Changes in ownership on the easily replaceable record cards will save wear and tear on the tax maps.
- (4) The adaptation of modern mechanical and electronic office equipment and methods becomes feasible in the tax assessing, tax billing, tax collection, tax computation, and tax distribution functions of the County government.
- (5) The system provides a numerical index for filing and cross reference of property record cards and similar County records.
- (6) All County records bearing the permanent parcel number will be automatically located according to their relative geographical location.

The PERMANENT PARCEL NUMBERING SYSTEM may seem complex to casual inspection; however, similar systems in other areas have proven that even the layman unfamiliar with complicated legal descriptions and their peculiarities can have an understanding and working knowledge of the PERMANENT PARCEL NUMBERING SYSTEM after it has been explained.

EXPLANATION OF THE PERMANENT PARCEL NUMBERING SYSTEM:

The PERMANENT PARCEL NUMBERING SYSTEM applies a permanent number to every parcel of land in Lorain County. This permanent number will remain with the parcel of land no matter how many times the ownership may be transferred, as long as the physical boundaries of the parcel remain the same.

The permanent parcel number reflects the legal description of the parcel and the system is so designed that any number of future parcel divisions or consolidations can be accommodated, without any change in the basic system. Since political divisions and village boundaries are subject to constant variation and change, the original township, tract, and lot boundaries have been used as a base for geographical delineations so that a permanent system could be established. Since the permanent parcel number reflects the legal description of the parcel of land, it will pin-point the geographical location of the parcel in the County as well as serving as an index number.

The Lorain County Permanent Parcel Number is composed of thirteen numbers arranged in five different groups:

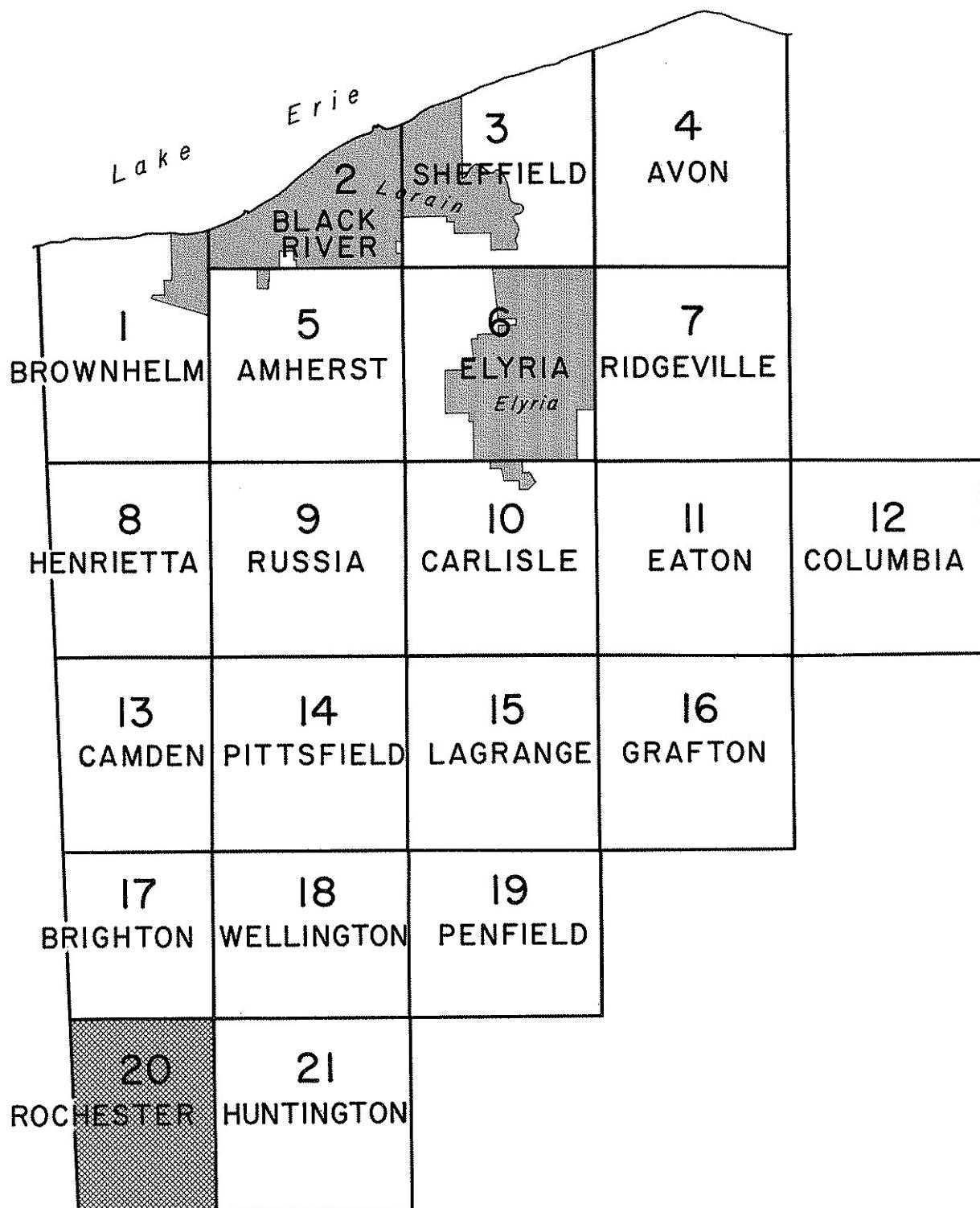
00 - 00 - 000 - 000 - 000  
Township Tract Original Lot Parcel Block Number Parcel Number

The TOWNSHIP NUMBER contains two digits, which geographically identify any township in the County. Accordingly, permanent township numbers have been assigned, starting at the northwest corner of the County and proceeding left to right, north to south, as indicated below:

<u>TOWNSHIP NAME</u>	<u>PERMANENT NUMBER</u>
Brownhelm	01
Black River	02
Sheffield	03
Avon	04
Amherst	05
Elyria	06
Ridgeville	07
Henrietta	08
Russia	09
Carlisle	10
Eaton	11
Columbia	12
Camden	13
Pittsfield	14
Lagrange	15
Grafton	16
Brighton	17
Wellington	18
Penfield	19
Rochester	20
Huntington	21

Lorain County Map Showing Townships and Permanent Township Numbers Assigned

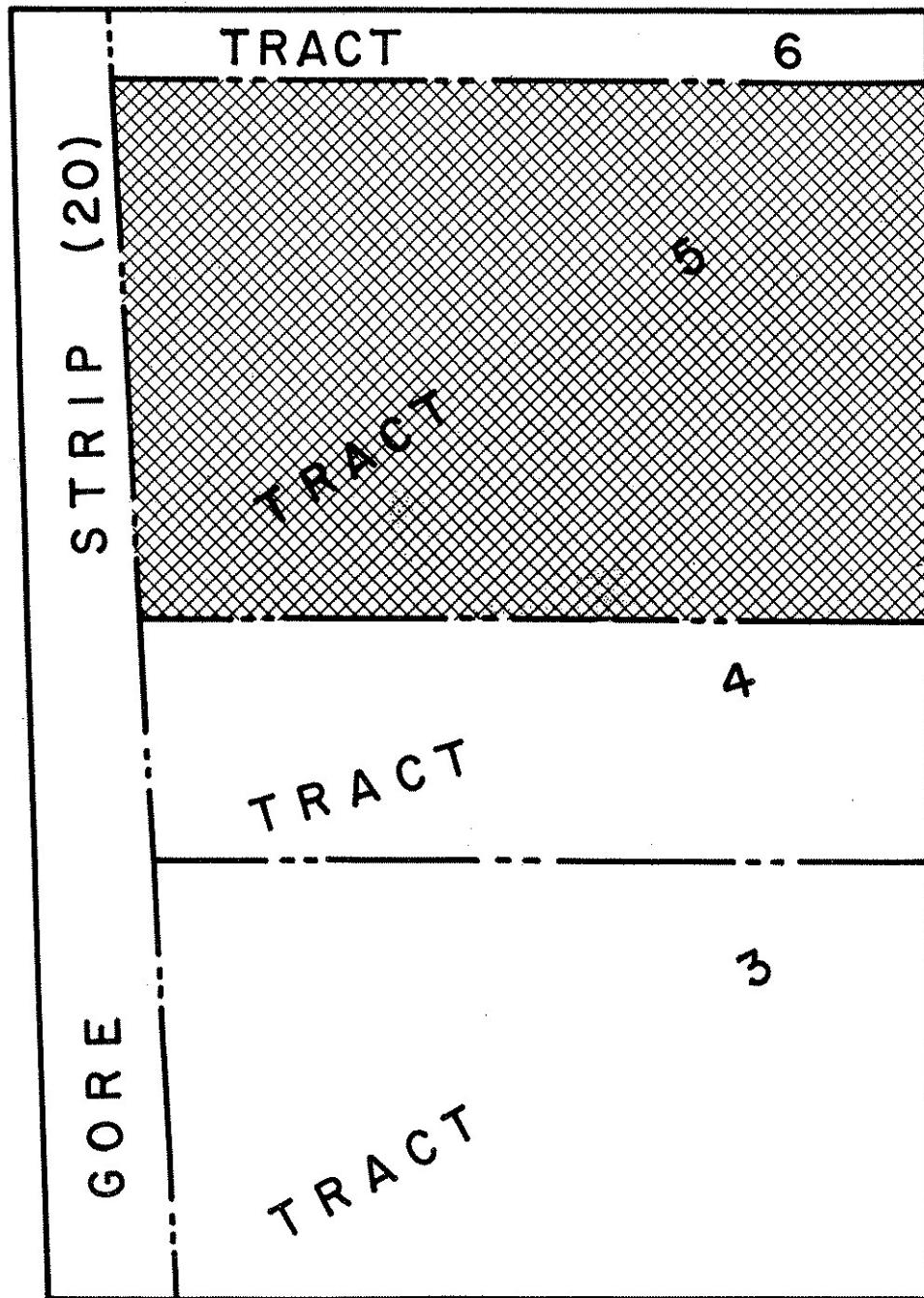
20 - 00 - 000 - 000 - 000



The TRACT NUMBER also contains two digits, which correspond to the actual numbers of the tract (where they are in existence) in the description of a parcel of land. In areas where there are no tracts in existence, the tract number remains as zeros.

Rochester Township Map Showing Tracts

20 - 05 - 000 - 000 - 000



In certain areas in Lorain County where the tracts are named rather than numbered, it has been necessary to apply a permanent number to these tracts to aid in their identification and to make the system numerical throughout.

<u>TRACT NAME</u>	<u>TOWNSHIP IN WHICH TRACT IS LOCATED</u>	<u>PERMANENT TRACT NUMBER</u>
Gore Strip	Brownhelm	20
	Henrietta	
	Camden	
	Brighton	
	Rochester	
Newberry Tract	Elyria	21
Burrell-Day Tract	Elyria	22
Brace Tract	Elyria	23
West of River	* Elyria	24
East of River	* Elyria	25
Between Rivers	* Elyria	26

\* Due to the original division of the land in the old section of Elyria City, a slight variation of the outlined system will be necessary.

The ORIGINAL LOT NUMBER contains three digits, which correspond to the original lot or section in the description of the land. Since original lot numbers in the County vary from one number to three numbers, three digits will always be used to describe the original lot number. E.G.: Section 1 in Township No. 10 (Carlisle Township) will take on the original lot number 001. Original Lot No. 158 in Township No. 14 (Pittsfield Township) will take on the original lot number 158 -- etc. -- throughout the various townships. In areas where there are no original lot numbers or section numbers, the original lot number will remain as zeros.

Rochester Township Map Showing Original Lots and Sections

20

05

023

000

000

	13	TRACT	15	16	25	6	34
14	30	24		18	12	6	
13	29	23		17	11	5	
12	28	22		16	10	4	
11	27	21	TRACT	15	9	3	
10	26	20		14	8	2	
9	25	19		13	7	1	
8	22	18	17	16	15	4	3
7	21	15	14	13	12	5	2
6	20	19	18	17	16	6	1
5	10	1	2	3	4	3	5
4	10	9	8	7	6		
3	11	TRACT	12	13	14	15	
2	8						

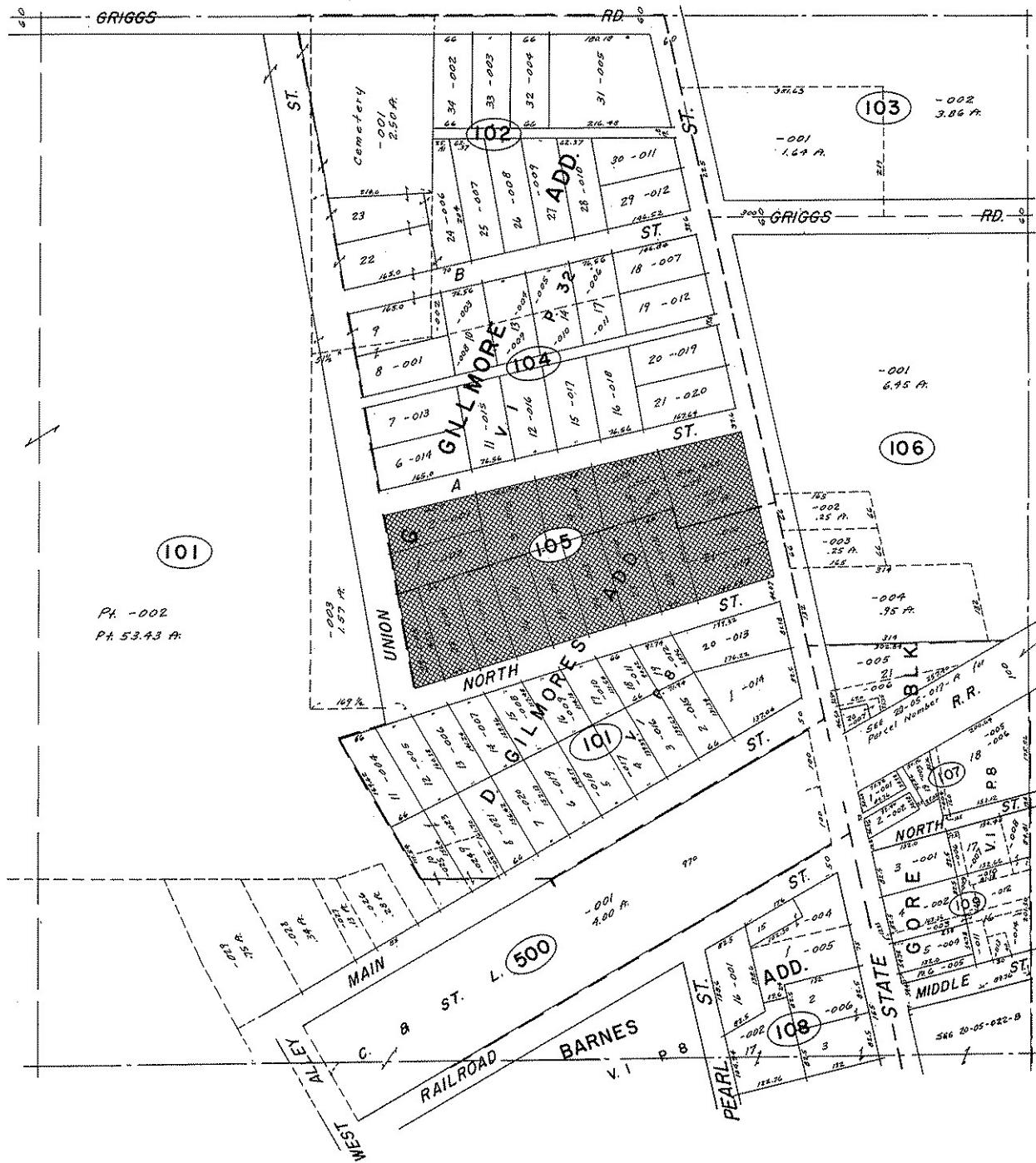
The PARCEL BLOCK NUMBER contains three digits, which geographically identify a typical block in an original lot or section. This number is utilized in densely populated urban areas where the number of parcels in a geographical area, such as an original lot, require identification and a finer breakdown than is available from the original lot or section breakdown.

Parcel block numbers are assigned into logical delineations formed by natural or man-made boundaries. In a city or village the parcel block numbers are assigned to an area bounded by four streets in a typical city block. The block numbers are applied starting at the northwest corner of the original lot or section and read progressively from left to right, or top to bottom, whichever is the most logical.

In rural acreage areas where parcel block numbers are not required for identification purposes, the block number is not initially used and the numbers remain as zeros and conversely indicate that the area is still large acreage parcels.

## Parcel Block Map Showing Several Parcel Blocks

20 05 023 105 000



ROCHESTER TWP.

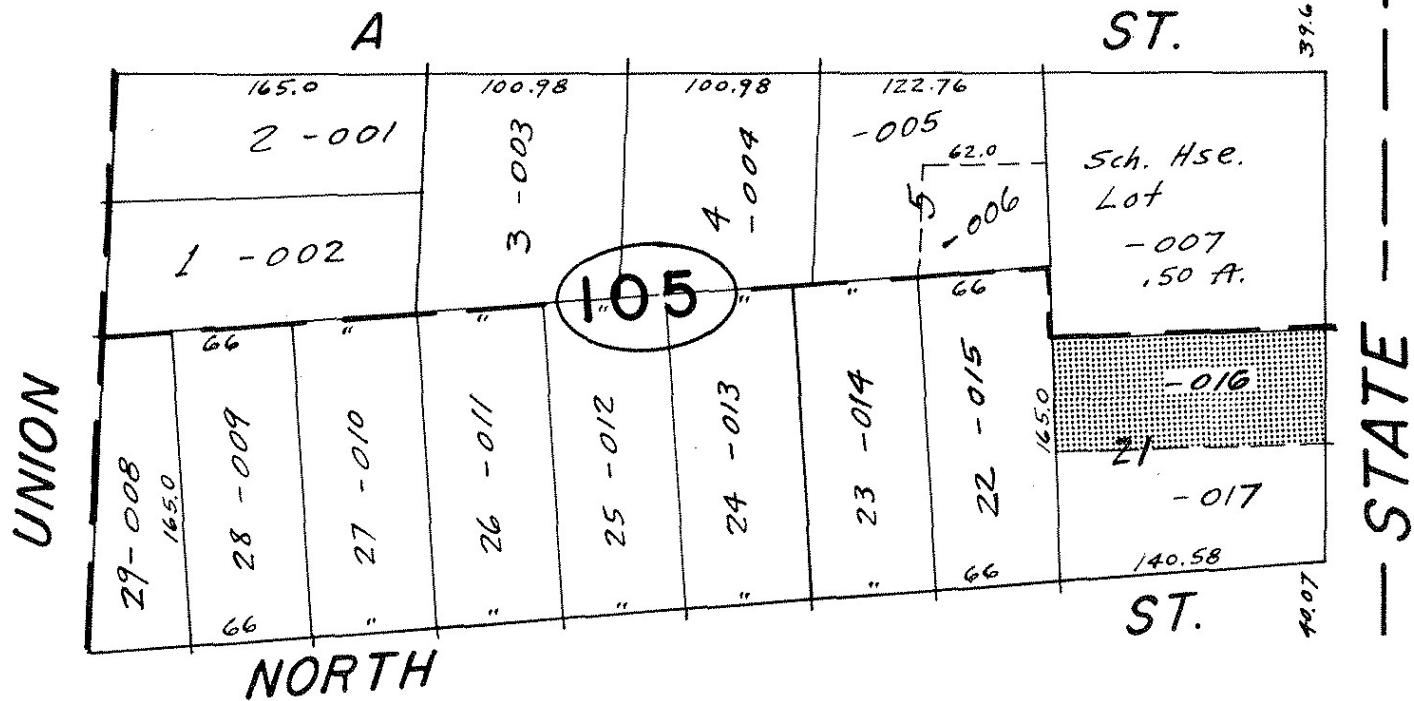
SCALE: 1" = 100'

TRACT 5 ELY. PT. LOT 23

The PARCEL NUMBER contains three digits and is the permanent number applied to the actual parcel of land. In any given area these permanent parcel numbers are applied starting at the northwest corner of the map or block and read progressively from left to right, or top to bottom, whichever is more logical. Where parcel boundaries do not coincide with original lot or section lines, or allotment lot lines, the boundary of the parcel is indicated by a dotted line. This is illustrated by the map shown below.

Map Showing Parcel Block and Parcel

20 - 05 - 023 - 105 - 016



To further explain the LORAIN COUNTY PERMANENT PARCEL NUMBERING SYSTEM, the following examples are illustrated:

Permanent Parcel Number as assigned in rural acreage area --

Permanent Parcel No. 21-05-040-000-001

21 places the parcel in Huntington Township.

05 places the parcel in Tract 5, Huntington Township.

040 places the parcel in Original Lot 40, Tract 5, Huntington Township.

000 tells us the area is not densely populated since no "block number" was required.

001 places the parcel at (or very near) the northwest corner of Original Lot 40 or may describe Original Lot 40 in its entirety.

Permanent Parcel Number as assigned in an urban area.

Permanent Parcel No. 15-00-045-103-004

15 indicates Lagrange Township.

00 indicates that no tract is involved in the description.

045 indicates Original Lot 45.

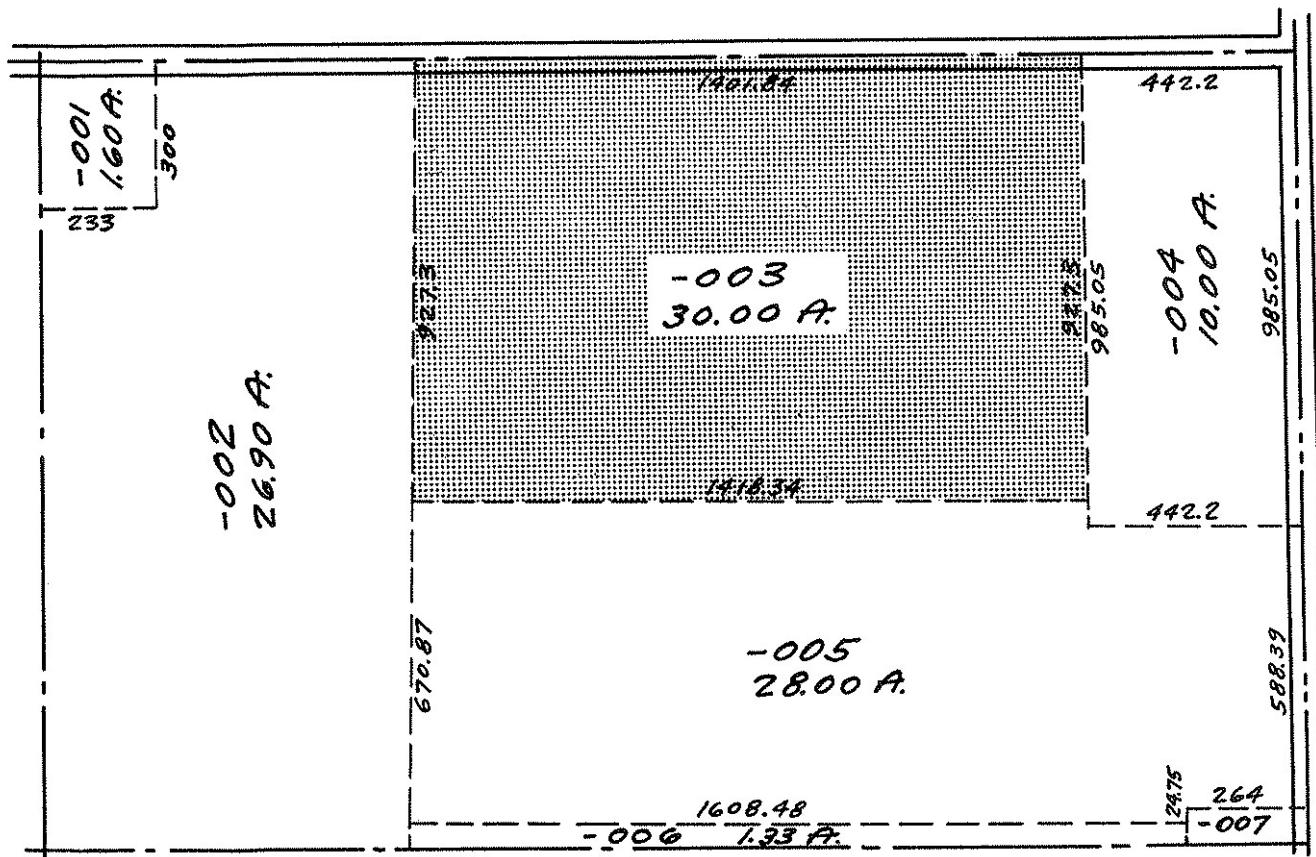
103 indicates that Original Lot 45 is densely populated and therefore it was necessary to further divide Lot 45 into parcel blocks. Since the parcel block number is 103 and we know the blocks are numbered progressively from the northwest corner of Original Lot 45, it is apparent that Block 103 is the 3rd block from the northwest corner of Original Lot 45.

004 indicates the parcel is the 4th parcel of property from the northwest corner of Block 103.

PARCEL DIVISIONS AND CONSOLIDATIONS merely continue the basic system, eliminating the possibility of duplication of permanent numbers that may lead to errors and confusion. The assignment and control of permanent parcel numbers should be a function of the Tax Map Department, since the tax maps and ownership records are under its jurisdiction and responsibility. The permanent parcel number should also be assigned to every deed recorded so that it will permanently tie the tax parcel to the recorded instrument or document.

Example of a parcel division:

Original Lot 3 in Tract 5 in Huntington Township is divided into seven parcels numbered consecutively -- 21-05-003-000-001 thru 21-05-003-000-007.

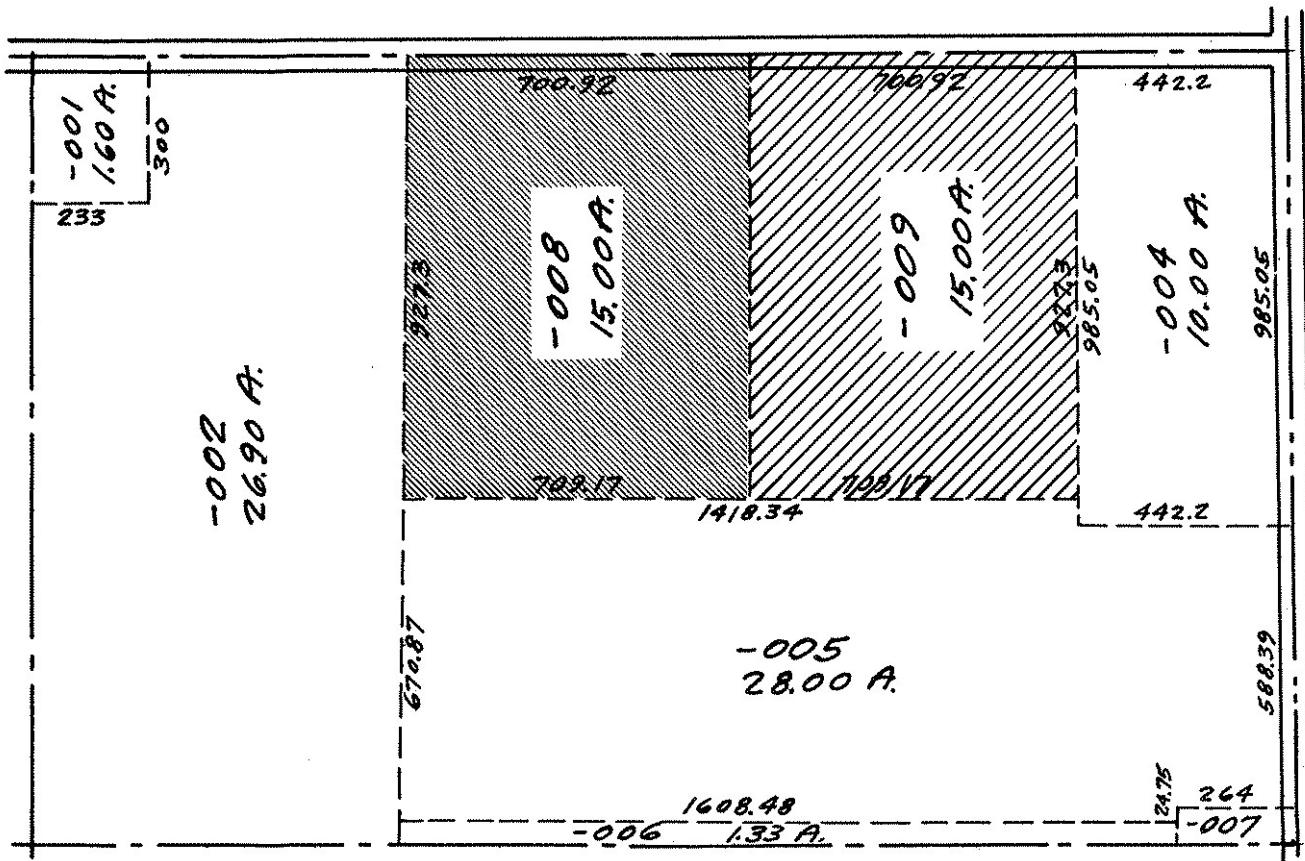


Map Showing Parcel Before Division

John Doe owns parcel 21-05-003-000-003. He decides to sell the west half of his present property and retain the east half of it for himself. Since this transfer changes the physical size and shape of the parcel, it is necessary to apply new permanent numbers.

The number 21-05-003-000-003 which described the property as John Doe originally owned it, will be dropped and placed in the "dead" file, to be used only as a reference in the future.

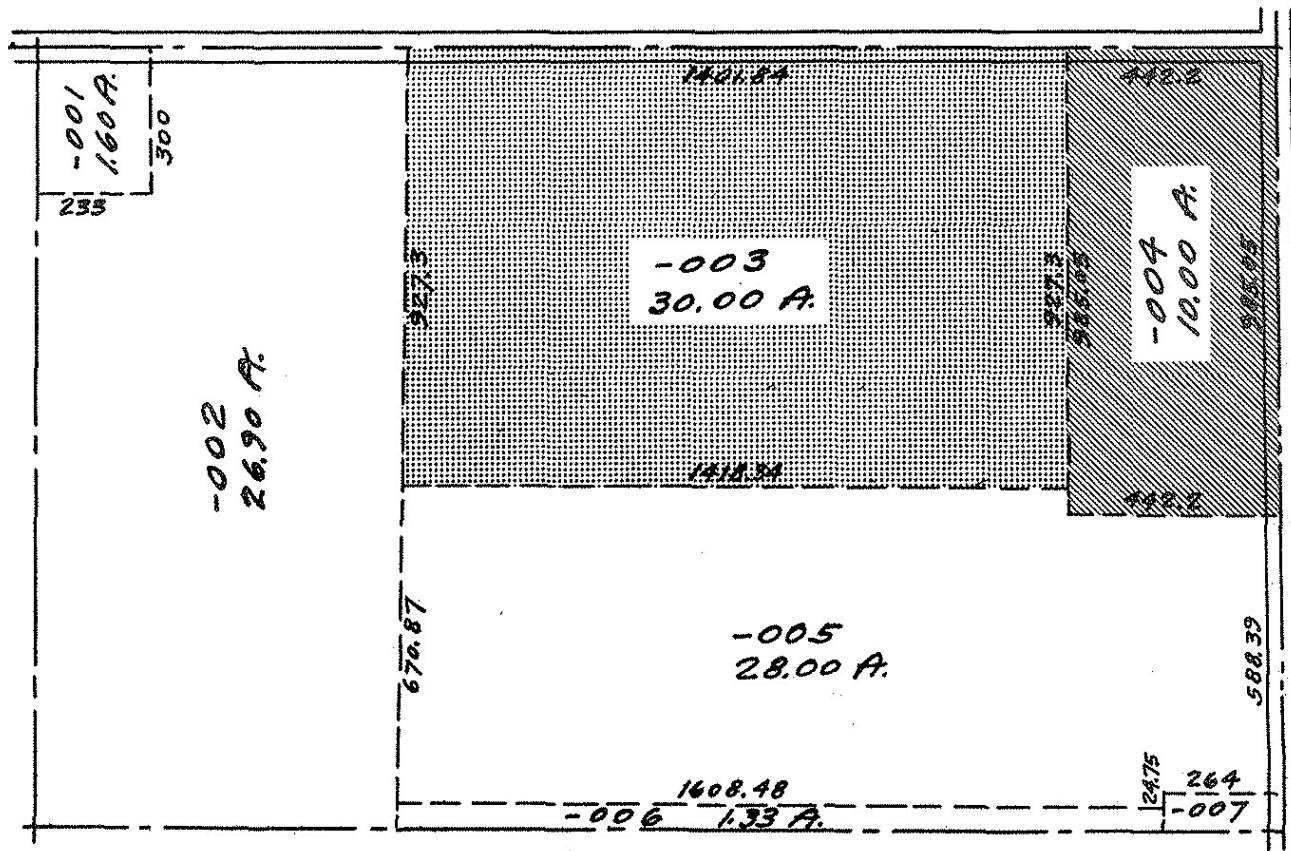
The west half, sold by Doe, will get the next unused number in sequence and thus become 21-05-003-000-008 and the east half retained by John Doe will be numbered 21-05-003-000-009.



Map Showing Parcel After Division

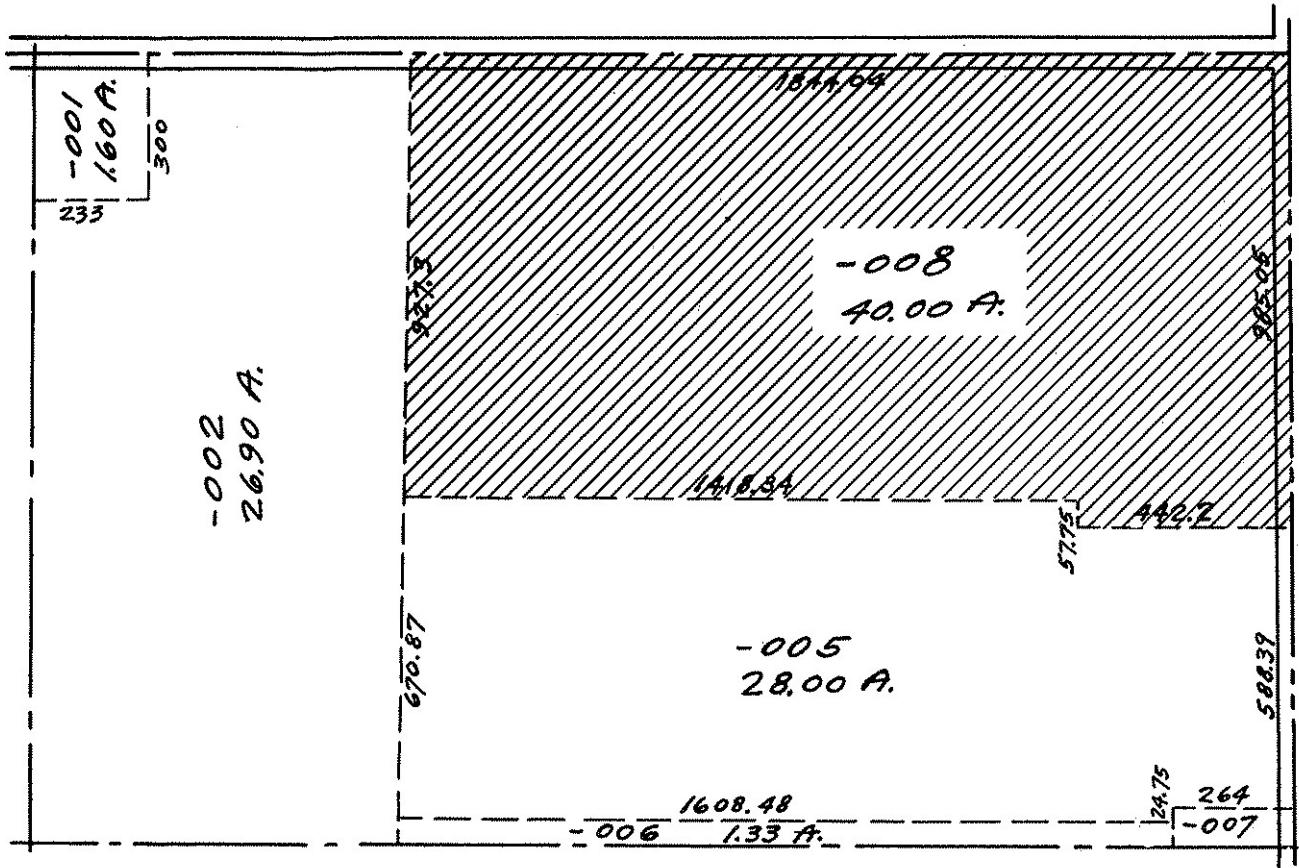
Example of a parcel consolidation:

Original Lot 3 in Tract 5 in Huntington Township is divided into seven parcels numbered consecutively, 21-05-003-000-001 thru 21-05-003-000-007.



Map Showing Parcel Before Consolidation

John Doe owns parcel 21-05-003-000-003 and decides to buy the property adjacent to his (21-05-003-000-004) and consolidate the two parcels into one. Since this transfer of ownership and consolidation of property has changed the physical size and shape of the parcel, a new number must be applied. Therefore, 21-05-003-000-003 and 21-05-003-000-004 are placed in the "dead" file, never to be used again, and the new consolidated parcel is numbered 21-05-003-000-008.



Map Showing Parcel After Consolidation

SUMMARY:

The LORAIN COUNTY PERMANENT PARCEL NUMBERING SYSTEM is a simple method of rapidly describing and locating, through a standard geographical location system, the location and description of any parcel in Lorain County.

The permanent parcel number is not intended to replace legal descriptions in deed records or recorded allotment plats, but rather to be utilized in the various County functions where complete legal descriptions are not presently used or required. In conjunction with the establishment of this permanent parcel numbering system, new standardized aerial tax maps are being prepared which geographically and numerically identify all of the parcels in Lorain County.

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