

Tips on How to Locate Your Property Markers

Property markers (pins) are metal pins placed at every corner of the property, including any angle or change of direction of the boundary line. Each pin is shown on the survey of each property. Property owners are responsible for knowing where their property lines are when applying for zoning permits for projects such as installing fences, building additions, and sheds. Property pin location is important information to avoid legal and neighborhood disputes. The property lines or boundary lines are the defined points where one person's land ends and the neighboring land begins. The following steps may assist property owners with locating pins and identifying property lines.

1. To ensure you can dig for your property markers safely, call OHIO811 System at 8-1-1, or submit a request on the website www.oups.org/edig to locate utility lines. They will need a 48 hour notice. This is a free service.
2. Obtain a copy of a survey of your property, an aerial view printout of your lot showing lot dimensions or obtain a copy of a plat drawing. We also recommend checking your address file at Concord Township Zoning Department for an existing survey or other site plan that would be helpful in your search for survey pins.

For aerial printouts visit Lake County GIS:

<https://gis.lakecountyohio.gov/lakenavigator3/>

For subdivision plat maps visit Lake County:

<http://gis.lakecountyohio.gov/LakePublicAccess/lcpas.htm>

- Click on the Plat Maps button.
- Enter the name of the plat (subdivision) or partial name.
- Enter "Concord Township".
- Click on the Search for Plat button.

For site plans visit Lake County Engineer:

<https://gis.lakecountyohio.gov/SitePlansApp/>

- Choose Jurisdiction "Concord Township".
 - Enter in the house number.
 - Enter the street name (without the suffix)
 - Click the search button.
3. Gather materials you will need to locate your property markers: survey (lot dimensions), tape measure, shovel and/or a metal detector can be used if you are having difficulty finding your pins.
 4. Survey pins are typically 18 feet in from the curb. Go to your front curb and measure back about 18 feet in the area you think your marker should be. Use a metal detector and then start digging. The marker should be about 6-10 inches below the surface. Newer survey pins may have a colored cap with numbers on the top. Older survey pins will often be a hollow or solid metal pin.

If you are having difficulty locating your front curb to begin measuring, use the county plat drawing to determine with width of the public right of way in front of your property. If you live in a subdivision, the public right of way is typically 60 feet in width. Assume the road is centered in the right of way (not always the case). Measure from the center of the road (cautiously) towards your property, $\frac{1}{2}$ the right of way width. Make this measurement multiple times along the front of your parcel, placing a marker each time. The markers defined by your measurements should roughly create your front lot line location. This will help you begin to find your property pins.

5. Once you have located the first pin, use your survey or plat map to check the distance to the next stake. Using your tape measure, measure the distance from the first pin, then use the metal detector and dig. Continue doing this until all pins are found.
6. Once survey pins are found, place a stake or marker of some type adjacent to the survey pin. Pull a string between the stakes to help define the property line. This will need to remain visible until all inspections are done. Never remove your property pins.
7. If you are unable to find your pins, contact a licensed Professional Land Surveyor. You can google or look in the phone directory "Yellow Pages" for local area land surveying firms.