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

Restructuring the Tax Map Department

Early in the fall, 2015, we are planning to relocate the remaining Tax Map Office employees from downtown Hamilton to the Butler County Engineer’s Office (BCEO) at 1921 Fairgrove Avenue (Ohio 4), Hamilton, Ohio. The Tax Map Office employees are currently working 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.

Most of our Tax Map employees have already relocated to the Engineer’s Office on Fairgrove Avenue. The duties of our Tax Map technicians have been expanded to include not only updating the tax map and approving legal descriptions, but they now provide GIS applications and features for other departments to help with field inspections and maintenance. Our Tax Map technicians perform duties in the office as well as collecting information in the field. They even help with snow and ice control in the winter. The duties of our clerk have been utilized at the front desk at the Butler County Engineer’s Office as well as scanning records along with reading and approving legal descriptions which are submitted by email and simplifile. By relocating our staff to the Engineer’s Office we are able to make better use of county resources.

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.
- 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.

What to Expect in the Future

The Tax Map / GIS Office has been joined with the Butler County Engineer’s IT and Records offices to make better use of county resources. This allows us to more effectively provide GIS features and services for BCEO staff members as well as other county departments. Through this collaboration we hope to constantly move forward with the latest technology and processes that will ultimately help us serve our citizens most efficiently.

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. If you have any questions please call us at (513) 887-3500 and our staff will be happy to help.