Monroe County Subdivision Map Check List
For Filing in the Monroe County Clerk’s Office

Map Title: ___________________________________ Date:_________________________

Road: __________________________________________ Town:_________________________

Consultant:______________________________________ Phone:________________________

Please submit this form with Original Mylar - NO COPIES REQUIRED.

OK - item is complete as shown on map. NA - item is not applicable to this map. DO - item must be completed.

Conslt. County

_____   ____ (1.) Map size (17” x 22”; 22” x 34”; or 34” x 44”) on Mylar or Linen.

_____   ____ (2.) This project is more than 1200 ft. (2500 ft. if more than 5 lots) from the nearest Monroe County Monument. A statement is on the map to that effect.

_____   ____ (3.) This project is less than 1200 ft. (2500 ft. if more than 5 lots) from the nearest Monroe County Monument and this project is tied to Monroe County Monuments

1. Full nomenclature as shown on Data Sheets supplied by the Monroe County Surveyors Office.
2. Coordinates, if used in project.
3. Elevations, if used in project.

_____   ____ (4.) A statement on the plat that the perimeter and/or ties to monuments were made using procedures necessary to achieve a horizontal accuracy of 1 part in 10,000 (1:10,000) or better.

(see: The Monroe County Monumentation Law: A handbook for Surveyors and Engineers for examples).

Survey Plats must show the following items as a minimum:

_____   ____ (5.) The R.O.W. width of record must be clearly indicated.

1. The R.O.W. record width of existing roads must be clearly indicated. (“Width Varies” is not acceptable without additional information.)
2. The width of all existing internal and proposed road(s) shall be clearly shown.
3. The State or County Route number shall be shown on State or County Roads.

_____   ____ (6.) A tie distance to the nearest public R.O.W.

_____   ____ (7.) North Arrow

_____   ____ (8.) State the proportional scale (example: 1” = 20’) and show a bar scale.

_____   ____ (9.) Date

_____   ____ (10.) Location Sketch (including name of town and north arrow).

_____   ____ (11.) Surveyors seal or stamp (must be clear and legible on prints made from original.)

_____   ____ (12.) Surveyors Certification.

_____   ____ (13.) Surveyors signature and license number

_____   ____ (14.) Town Lot, Mill Seat Tract / Phelps & Gorham Purchase / Triangle Tract, Township, Range, Town / City / Village, County, and State.

_____   ____ (15.) Distances on all lines. When tied to the State Plane Coordinate System, indicate whether “Grid” or “Ground” distances are shown.

_____   ____ (16.) Angles/Bearings/Azimuths on all lines. Note: On coordinated plats, only azimuths or bearings referenced to the coordinate system shall be accepted.

_____   ____ (17.) A reference orientation and statement of supporting data for that orientation shall be shown for azimuths and bearings. Examples of acceptable orientations: Grid, assumed, magnetic, deed, reference or true.

_____   ____ (18.) A minimum of three pairs of coordinates shall be shown on coordinated plats.

_____   ____ (19.) Coordinated Plats tied to the State Plane Coordinate System shall show a grid factor and elevation factor; or, a combined factor.

_____   ____ (20.) The minimum curve information required is curve length and radius. Where the delta angle is not directly apparent from other information on the map, or where the extension of the curve is not tangent, or the PC or PT of the curve is not shown, additional information shall be shown so a closed mathematical figure can be independently verified.
(21.) Show owners names and tax account numbers on adjoining parcels.

(22.) Show Map References and legal sources of deeds.

(23.) Area of parcels shall be made from a computable closed figure as shown on the plat. Where a parcel fronts on a body of water, the area between the closing line and the edge of water may be scaled and added to the computed area. Areas shall be shown in feet and/or acres (acres must be shown to a minimum of 3 decimal places).

(24.) If the Plat is a townhouse project, then lot and/or block locations must conform to the recommendations as stated in the letter to the Monroe County Surveyors Office from the Genesee Valley Land Surveyors Association dated May 4, 1987 which address filing requirements for Townhouses and Condominiums (see: The Monroe County Monumentation Law: A Handbook for Surveyors and Engineers for a copy of this letter).

(25.) If a monument exists within the scope of this plat, then a statement must be shown concerning responsibility for its preservation. A letter of credit or other arrangements may be necessary where, in the Monroe County Surveyor’s judgment, an existing monument may be in danger of destruction.

(26.) If elevations are shown, a project bench mark along with its elevation and the reference datum used in establishing the project bench mark shall be shown.

(27.) Survey points and monuments found or set, or to be set.

(28.) Final Map to be signed by City, Town, or Village planning Board and Health Dept.

Additional Requirements for Mapping in the City of Rochester:

(29.) Map must be signed by the City of Rochester maps and Surveys Office prior to review by the Monroe County Surveyors Office.

Submitted by: ___________________________

Telephone Number: ______________________

Comments:
_____________________________________________________________________________
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Questions?  Please contact:

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aenglish@monroecounty.gov

NOTE: Highway Reservation No Longer Required!

Last Revised: 12/11/08  AME