

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.

Const. 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:

Questions? Please contact:

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NOTE: Highway Reservation No Longer Required!