

**Monroe County Surveyor's Office
Subdivision Map Review
Monroe County Department of Environmental Services**

Map Title: _____ Date: _____

Consultant: _____ Town: _____

Road: _____

The consultant shall submit a completed copy of this checklist with the proposed plat to facilitate in processing. Legend of comments as filled in by County includes: OK – item is complete as shown on map. NA – item is not applicable to this map. DO – item must be completed by Surveyor or Engineer before this map can be approved – see comments for more details. (**NO** copies need to be submitted)

Consult. County

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| | | (1) This map is of correct size and material for filing in the Monroe County Clerks Office (17" by 22", 22" by 34", or 34" by 44" and Mylar or Linen) |
| | | (2) This project is more than 1200 ft. (2500 ft. if more than 5 lots) from the nearest Monroe County Monumentation. 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 Monumentation and this project is tied into Monroe County Monuments. |
| | | 1. Full nomenclature as shown on Data Sheets supplied by the Monroe County Surveyor's Office. |
| | | 2. Coordinates, if used in Project.
(NAD 1927) or (NAD 1983) |
| | | 3. Elevations, if used in Project.
(NAVD 1929) or (NAVD 1988) |
| | | (4) A statement is on the plat that the perimeter and/or ties to control monuments were accomplished by 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:

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| | | (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 <u>State Route</u> or <u>County Road</u> shall be shown as <u>State Route #</u> or <u>County Road #</u> . |
| | | (6) A tie distance to the nearest public R.O.W. |
| | | (7) North Arrow |
| | | (8) State the proportional scale (ex. 1" = 20' or 1:250) and show bar scale. |
| | | (9) Date |
| | | (10) Location Sketch (including name of Town) |
| | | (11) Surveyor's Seal or Stamp (must clearly show and be legible on prints made from the original). |

Survey Plats must show the following items as a minimum (continued):

- _____ (12) Surveyor's Certification
- _____ (13) Surveyor's signature and license number
- _____ (14) Town Lot, Tract, Township and Range, Town, County, and State where parcel(s) is (are) located shall be shown. (Mill Seat Tract, Phelps & Gorham Purchase, and/or Triangular Tract)
- _____ (15) Highway Reservation(s) (80 ft. for County Roads)
- _____ (16) Show distances on all lines. Where the plat has been tied into the State Plane Coordinate System, there shall be a statement as to where "Grid" or "Ground" distances are shown.
- _____ (17) Angles/Bearings/Azimuths on all lines. Note! On coordinated plats, only azimuths or bearings referenced to the coordinate system shall be accepted.
- _____ (18) A reference orientation and statement of supporting data for that orientation shall be shown for azimuths and bearings. (ex. Grid, assumed, magnetic, deed reference, or true).
- _____ (19) A minimum of three (3) pairs of coordinates shall be shown on coordinated Plats.
- _____ (20) Coordinated Plats that are tied into the State Plane Coordinate System shall show a grid and elevation factor or a combined factor.
- _____ (21) The minimum curve information required shall be curve length and radius. Where the delta angle is not directly apparent from other information on the map or plat, or where the extension(s) of the curve is (are) not tangent, or the PC or PT of the curve is not shown, additional information shall be shown so that a closed mathematical figure can be independently verified.
- _____ (22) Show Adjoiners names and tax account number(s).
- _____ (23) Show Map References and legal sources of deeds.
- _____ (24) 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)
- _____ (25) If the Plat is a townhouse project, the 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 addresses filing requirements for Townhouses and Condominiums (see: *The Monroe County Monumentation Law: A Handbook for Surveyors and Engineers* for a copy of this letter).
- _____ (26) If a monument exists within the scope of this plat, a statement must be shown concerning the responsibility for its preservation. A letter of credit or other arrangements may be necessary where, in the Monroe County Surveyors judgement, an existing monument may be in danger of destruction.
- _____ (27) 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.
- _____ (28) Survey points and monuments found or set, or to be set.
- _____ (29) Final Map to be signed by City, Town, or Village planning Board, and County Health Department.

Additional Requirements for Mapping in the City of Rochester:

- _____ (30) Map must be signed by the City of Rochester Maps and Surveys Office before review by the Monroe County Surveyors Office.

