Monroe County Surveyors Office
Subdivision Map Requirements
For Map Filing in the Monroe County Clerk's Office

Subdivision map review and approval is conducted by the County Surveyor as an administration of the Monroe County Monumentation Law, Local Law No. 6 of 2019. The requirements are provided as a guide for conformance with the Monumentation Law and the County of Monroe Real Property Services subdivision map filing requirements.

Property boundary surveys and property subdivision mapping can present unique circumstances, as a result map review concerns and comments are not limited to or bound by the requirements listed.

An electronic copy of subdivision or resubdivision maps can be submitted to the County Surveyors Office for preliminary review via email to danielholtje@monroecounty.gov. Alternately, the Mylar original can be directly submitted. Duration of final approval signature is one year.

Subdivision and Resubdivision Maps must show the following items as a minimum.

1. Required map notations for geodetic monumentation network tie in requirement. See Land Surveyors Guide referenced at end of requirements for examples and acceptable formats.

    A. This project is more than 2,500 feet (or) 5,000 feet if more than 5 lots (state whichever is applicable) from the nearest Geodetic Survey Monument and therefore is not tied into the Monroe County Geodetic Monumentation Network.

        1. The project boundary survey was made using procedures necessary to achieve a horizontal accuracy of (as expressed by the following as applicable):

            a. For surveys not referenced to the New York State Plane Coordinate System (horizontal accuracy as expressed by one the following either 1, 2 or 3 as applicable for local accuracy):

                1. 1 part in 20,000 (1:20,000) or better (or alternatively),
                2. 50 parts per million (50 ppm) or better (or alternatively),
                3. a Local Positional Accuracy at a 95% confidence level not exceeding 0.025 feet.

            b. Where Global Positioning System (GPS) or Global Navigation Satellite System (GNSS) survey techniques are employed and referenced to NAD83:

                1. The horizontal datum shown hereon is referenced to the New York State Plane Coordinate System of 1983, West Zone, Transverse Mercator Projection, NAD 83 (2011) utilizing Global Positioning System (GPS) (or) Global Navigation Satellite System (GNSS) observations (state whichever is applicable) from NYSDOT Reference Network CORS Station (Indicate Station Name survey is fixed to)

                2. (horizontal accuracy as expressed by one the following either a, b or c as applicable for local accuracy <u>and</u> for network accuracy):

                    a. 1 part in 20,000 (1:20,000) or better (or alternatively),
                    b. 50 parts per million (50 ppm) or better (or alternatively),
                    c. a Local Positional Accuracy at a 95% confidence level not exceeding 0.025 feet.
                    d. (after one of the preceding) and a Network Positional Accuracy at a 95% confidence level not exceeding 0.05 feet.
                    e. A grid factor and elevation factor; or a combined factor.
                    f. Indicate whether "Grid" or "Ground" distances are shown.

            c. Vertical datum and source (if applicable).

B. This project is less than 2,500 feet (or) 5,000 feet if more than 5 lots (state whichever is applicable) from the nearest Geodetic Survey Monument and this project is tied to the Monroe County Geodetic Monumentation Network. Monument(s) closest to the site must be utilized.

1. If tie in geodetic monuments and survey are referenced to NAD 27 datum:

    a. The horizontal datum shown hereon is referenced to the New York State Plane Coordinate System of 1927, West Zone, Transverse Mercator Projection, NAD 27 through control ties to the following geodetic monuments:

    b. Full monument name(s), coordinates with reference datum, published and/or adjustment date and elevation (if applicable) with reference datum as shown on monument Data Tie Sheets available at the County GIS based web viewer or at the Monroe County Surveyors Office or from the NGS monument web viewer.

2. If tie in geodetic monuments are referenced to NAD 83 datum:

    a. The horizontal datum shown hereon is referenced to the New York State Plane Coordinate System of 1983, West Zone, Transverse Mercator Projection, NAD 83 (2011) through control ties to the following geodetic monuments:

    b. Full monument name(s), coordinates with reference datum, published and/or adjustment date and elevation (if applicable) with reference datum as shown on monument Data Tie Sheets available at the County GIS based web viewer or at the Monroe County Surveyors Office or from the NGS monument web viewer.

3. If tie in geodetic monuments are referenced to NAD 27 datum and the survey is referenced to NAD 83 datum as determined by the project survey:

    a. The horizontal datum shown hereon is referenced to the New York State Plane Coordinate System of 1983, West Zone, Transverse Mercator Projection, NAD 83 (2011) utilizing Global Positioning System (GPS) (or) Global Navigation Satellite System (GNSS) observations (state whichever is applicable) from NYSDOT Reference Network CORS Station (e.g. NYPF 0032) with control ties to the following geodetic monuments:

    b. Full monument name(s), coordinates with reference datum, published and/or adjustment date and elevation (if applicable) with reference datum as shown on monument Data Tie Sheets available at the County GIS based web viewer or at the Monroe County Surveyors Office or from the NGS monument web viewer. Show tie in geodetic monument NAD 83 coordinates as measured with realization of NAD 83 and the NAD 27 coordinates as published per the monument Data Tie Sheets.

4. If there is one or more non-coordinated geodetic monument(s) within the tie in distance requirement, the monument(s) must be tied into and related to the subdivision boundary and shown in a schematic diagram on the map. If only one monument is available, a back azimuth to a visible structural object or alternately the best available stable survey point with the most likely permanence must be used and shown in a schematic diagram on the map.

5. The project boundary survey and ties to Monroe County geodetic monuments were made using procedures necessary to achieve a horizontal accuracy of (as expressed by the following as applicable):

    a. Where traditional Terrestrial Positioning Surveys (TPS) survey techniques are employed from NAD27 geodetic monuments (horizontal accuracy as expressed by one the following either 1, 2 or 3 as applicable):

        1. 1 part in 20,000 (1:20,000) or better (or, alternatively),
        2. 50 parts per million (50 ppm) or better (or, alternatively),
        3. a Local Positional Accuracy at a 95% confidence level not exceeding 0.025 feet.

b. Where Global Positional System (GPS) or Global Navigation Satellite System (GNSS) survey techniques are employed (state whichever is applicable) and localized to passive NAD83 geodetic monuments (horizontal accuracy as expressed by one the following either 1, 2 or 3 as applicable):

   1. 1 part in 20,000 (1:20,000) or better (or, alternatively),
   2. 50 parts per million (50 ppm) or better (or, alternatively),
   3. a Local Positional Accuracy at a 95% confidence level not exceeding 0.025 feet.

c. Where Global Positional System (GPS) or Global Navigation Satellite System (GNSS) survey techniques are employed (state whichever is applicable) to establish NAD 83 datum (horizontal accuracy as expressed by one the following either 1, 2 or 3 as applicable for local accuracy and 4 for network accuracy):

   1. 1 part in 20,000 (1:20,000) or better (or, alternatively),
   2. 50 parts per million (50 ppm) or better (or, alternatively),
   3. a Local Positional Accuracy at a 95% confidence level not exceeding 0.025 feet.
   4. (after one of the preceding) and a Network Positional Accuracy at a 95% confidence level not exceeding 0.05 feet.
   5. A grid factor and elevation factor; or a combined factor.
   6. Indicate whether "Grid" or "Ground" distances are shown.

d. Vertical datum and source (if applicable).

2. A reference orientation and statement of supporting data for that orientation must be shown for azimuths and bearings. Examples of acceptable orientations: Grid with reference datum, assumed, magnetic, deed, reference or true.

3. On coordinated maps a minimum of three pairs of coordinates must be shown on the subdivided parcel(s) area.

4. If elevations are shown, a project bench mark along with its elevation and the reference datum used in establishing the project bench mark must be shown.

5. If a monument exists within the scope of this map, the monument must be shown on the map with a statement concerning responsibility for its preservation. See Monroe County Surveyors Office web page for language. A security deposit, monument monitoring and/or other arrangements may be necessary where, in the Monroe County Surveyor's judgment, an existing monument may be in danger of destruction.

6. The R.O.W. width for existing and proposed roads must be clearly shown. R.O.W. width for existing historical roads should be confirmed by examining the County "Roads and Widths of Right-of Ways Reference Booklet" created from the Monroe County Road R.O.W. Records available at the County Surveyors Office webpage or by confirming with the Monroe County Surveyors Office. Monroe County Road R.O.W. Records consist of Town Clerk's road opening records from the original highway surveys, most of which were from the 1800's and are not fee R.O.W. but are easement R.O.W for the road. County Highway R.O.W. records available in the County Records Room provide record information of County R.O.W. acquisitions for expansions of County Road R.O.W.. Tax maps are for assessment purposes and should **not** be relied on for R.O.W. width, configuration, or acquisitions. Unless there was a County R.O.W. acquisition and in accordance with the Monroe County Road R.O.W. Records, there are **no curved** R.O.W. lines on original dedicated County Road R.O.W.s. Where the County has acquired

additional R.O.W. by means of easement acquisition, it is an expansion of the existing historical R.O.W. corridor. The historical R.O.W. was an easement and the acquisition of additional R.O.W. is an expansion of the historical R.O.W. which results in a revised R.O.W line following the R.O.W. easement acquisition line.

A. Highway Boundary Plans are available at the County Surveyors Office webpage for some County Roads. The Highway Boundary Plans are certified highway boundary surveys for County Road R.O.W.'s tied to NAD 83 (2011). The Highway Boundary Plan information provided at the County Surveyors Office webpage consists of Cad and coordinate files. Additional survey file information is available upon request. If a Highway Boundary Plan is available, proposed subdivision and resubdivision maps must show and relate the highway R.O.W. line and R.O.W. centerline on the map.

B. If a County Road R.O.W. width different from the Monroe County Road R.O.W. Records or a road R.O.W. boundary location different from a Highway Boundary Plan has been determined by survey, indicate survey and/or record basis for R.O.W. width and R.O.W. boundary location, show the County record R.O.W. width and Highway Boundary Plan road R.O.W. boundary location, provide and label the R.O.W. line per County Road R.O.W. Records and/or Highway Boundary Plan. In addition, the County record R.O.W. line must be shown and represented on the map with equal emphasis to the differing R.O.W. line determined by the survey and provide property line dimensions and Lot areas to and along both R.O.W. lines.

C. If a non-County Road R.O.W. width different from the Monroe County Road R.O.W. Records has been determined by survey, indicate survey and/or record basis for R.O.W. width, indicate the County record R.O.W. width "Per County Road R.O.W. Records", show and label the R.O.W. line per "County Road R.O.W. Records".

D. "R.O.W. Width Varies" and irregular or uncentered/offset R.O.W. corridor is not acceptable without additional information providing the survey and record basis for the location of the R.O.W. line and a relationship of the road R.O.W. line with the historical road R.O.W. centerline, which typically is the historical parcel title line. If the historical road R.O.W. surveyed centerline is untraceable, provide a relationship with the former centerline of the paved roadway from record mapping or the physical location of the historical paved centerline if discernable.

7. The State Route or County Road number must be shown on State or County Roads.

8. A tie distance along road R.O.W. or R.O.W. centerline to the nearest public R.O.W. intersection, angle point or point of curvature. If tie distance is to angle point or P.C., provide approximate overall tie to nearest public R.O.W. intersection.

9. Distances on all property and proposed easement lines. If there are differing measured and record property line distances, both must be shown and identified. If title for property is to centerline, show distances to and along centerline and R.O.W..

10. Per New York State Real Property Law, where a parcel has a water boundary, the riparian or littoral limit of title must be defined by distances, shown and identified.

11. Angles, Bearings or Azimuths on all property and proposed easement lines. Note: On coordinated maps, only azimuths or bearings referenced to the coordinate system will be accepted. If there are differing measured and record property line bearings, both must be shown and identified.

12. 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 curve is not tangent, or the PC or PT of the curve is not shown, additional curve information must be shown so a closed mathematical figure can be independently verified.

13. Area of parcel(s) must be made from a computable closed figure as shown on the map. Where a parcel has a water boundary, the area between the closing or tie line and the riparian or littoral limit of title may be scaled and then added to the computed area. Areas must be shown in square feet and/or acres. Acres must be shown to a minimum of 3 decimal places unless on a water boundary. If title to the property is to centerline, lot area(s) must be shown to centerline and to R.O.W..

14. When a subdivision or resubdivision map results in a Remaining Lands area from the existing parcel, at a minimum the remaining land must show approximate dimensions and area, be labeled "Remaining Lands" and will not be considered part of the subdivision. If the remaining area is included as part of the certified survey area with definition by accurate survey bearings or angles, distances and area, the remaining lands become part of the subdivision and can be assigned a lot number or labeled "Remaining Lands". If a Lot number is assigned any further division of the Remaining Lands will be a resubdivision of the created subdivision parcel and will need to be shown in its entirety with complete geometry and area for the new remaining area.

15. A minimum of three property line, road R.O.W. centerline or R.O.W. line survey points and/or monuments found or set must be shown. Survey points and/or monuments can only be shown "To Be Set" on proposed internal subdivision section maps and land development sites where the monuments cannot be set until the subdivision section has been built or site development has been completed. Survey points and monuments required to be shown are intended for survey retracement purposes, therefore an adequate number and dispersion of survey points need to be shown to enable full survey retracement. If found survey points shown are outside the area of the subject parcel(s), their relationship to the subject parcel(s) must be shown to enable survey retracement. If survey points shown are determined to be out of position and corrected, corrections must be shown to enable and provide a means for survey retracement. Survey points outside of the mapping area can be referred to in note form with a description, spatial relationship and location.

16. Show map references and legal sources of deeds.

17. If there is a property line conflict resulting in a gore or overlap, identify the conflicting record sources for conflicting property lines and dimension amount of gore or overlap at each end of and at deflections within the conflicting area.

18. If the map is a townhouse project, 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 Guide for Surveyors and Engineers* for a copy of this letter).

19. Surveyors signed Certification for the property boundaries and tie into the Monroe County Monumentation Network are certified from an instrument survey or field survey and date of survey.

20. Surveyors original signature (digital/scanned signatures are not accepted) and license number with surveyor's certification (must be clear and legible on prints made from original and for microfilming and scanning).

21. Surveyor's live stamp (must be clear and legible on prints made from original and for microfilming and scanning).

22. Map size (17" x 22"; 22" x 34"; or 34" x 44") on Mylar or Linen.

23. The subdivision map must clearly and legibly represent the information presented, with adequate annotation/labeling of lines and symbols and/or with map legend along with adequate font sizes to allow for general legibility on the map and after microfilming and scanning.

24. Proposed subdivision and resubdivision maps cannot create lots that are a proposed combination of property or "z-hooked" on both sides of a public road or private drive. If property is already z-hooked across a road the property can remain z-hooked or z-hook can be eliminated, subject to Real Property review.

25. When combining parcels with different owners, the deed creating common ownership of the parcels proposed to be combined must be recorded at the Monroe County Clerk's Office and recordation information must be noted directly on the conveyed parcel on the map.

26. When a proposed subdivision creates a landlocked parcel a legal means of access to a public road must be provided, defined and shown of the map, recorded at the Monroe County Clerk's Office and recordation information must be noted directly on the conveyed parcel on the map.

27. Identify / label the R.O.W. line and R.O.W. centerline.

28. Show owners names and tax account numbers and address directly within map parcel area for subject subdivision existing parcels and adjoining parcels.

29. Show and label Town Lot Lines that fall within or on perimeter of subdivision.

30. In map title block state subdivision name and below Subdivision or Resubdivision Map name state: Town Lot, Township and Range, Mill Seat Tract of the Phelps & Gorham Purchase / Triangle Tract, City / Village / Town, County, and State. If resubdivision map include original subdivision name and map filing information. When in question regarding title block format and/or resubdivision lot numbering scheme, contact Real Property Services at 585-753-1150 for guidance.

31. North Arrow.

32. State the proportional scale (example: 1" = 50') and show a bar scale.

33. Location Sketch (including name of town and north arrow).

34. Final map must be approved with original approval signatures by City, Town, or Village Planning Board and Monroe County Health Dept. before the map can be signed by the Monroe County Surveyors Office. If the subdivision or resubdivision adjoins a County Road, the map must be approved by the Monroe County Department of Transportation. In addition, the County Treasurer's approval is required for submission of the subdivision map with Real Property Services for filing with the County Clerk's Office.

35. The Monroe County Surveyors Office subdivision map approval stamp is available in an AutoCad block at the County website on the Monroe County Surveyors Office web page and should be included on the map for those generating Cad subdivision or resubdivision maps.

Additional Requirements for Mapping in the City of Rochester:

Map must be approved with original approval signature by the City of Rochester Maps and Surveys Office and City Planning Office before the map can be signed by the Monroe County Surveyors Office.

Resources available at the County Surveyors Office webpage:

Monroe County Monumentation Law Local Law No. 6 of 2019

The Monroe County Monumentation Law: A Guide for Land Surveyors

Monroe County Surveyors Office and Real Property Subdivision Map Requirements

General Information and Guidelines for Local Survey Community

Monroe County Roads Historical Right of Way Widths Guide

Consultant and Monroe County Surveyors Office Cad and Data File downloads for County Road Highway Boundary Plans, Monroe County Surveyors Office Subdivision Surveys, County Park and Property Boundary Surveys and Utility Easement Surveys.

Links for the Monroe County Geodetic Monument and NGS Geodetic Monument Web Viewers for access to geodetic monument Data Tie Sheets and monument information

Geodetic survey monument preservation standard note language

Cad block subdivision approval stamp for Monroe County Surveyors Office / Monroe County Department of Transportation

Monroe County Real Property Services Procedures and Requirements for Filing Subdivision and Resubdivision Maps

Other information and links

Questions? Please contact:

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