

Due to present covid19 pandemic the Monroe County Office Building is closed to the general public.

In order to maintain safe social distancing the County Real Property Tax Service office has coordinated a process to obtain the required County approval signatures and to file subdivision and resubdivision maps. On Wednesday mornings at 10 am subdivision and resubdivision maps can be submitted for filing by coming to the rear entrance door of the County Office Building with the map and required checks for filing fees where a representative from our offices will be available. Only business checks will be accepted for filing fees. No personal checks, credit cards or cash will be accepted. For filing fee amounts and payee names please refer to Real Property Tax Service map filing procedures. A \$5.00 check payable to the Monroe County Treasurers Office for taxes paid search and approval also needs to be included.

A representative from the Monroe County Department of Transportation (for maps on County highways), Monroe County Health Department and myself as the County Surveyor will be present to sign maps that are in proper order and acceptable for filing.

At least several days prior to Wednesdays for submission of maps for approvals and filing the following needs to be provided:

1. Email a list of tax parcel numbers of the parcels involved with the subdivision or resubdivision along with the subdivision name to Real Property Tax Service office to the attention of Sheriff Mansour at [smansour@monroecounty.gov](mailto:smansour@monroecounty.gov). In advance of Wednesdays Real Property will provide tax parcel numbers to the County Treasurers Office to check for taxes paid.
2. If you already haven't, email a review copy of map and checklist to myself at the County Surveyors Office at [gregorybly@monroecounty.gov](mailto:gregorybly@monroecounty.gov). Review comments will be provided as an email response.
3. Email a review copy of map to Brett Gobe at the County Health Department at [brettgobe@monroecounty.gov](mailto:brettgobe@monroecounty.gov).
4. If on a County Road, email a review copy of map to Brent Penwarden at the County Department of Transportation at [BPenwarden@monroecounty.gov](mailto:BPenwarden@monroecounty.gov).

After obtaining approval signatures from the Monroe County Department of Transportation (for maps on County highways), Monroe County Health Department and County Surveyor the Real Property Tax Service office will bring the map to the County Treasurers office for their approval.

After obtaining all approval signatures required for subdivision or resubdivision map filing the Real Property Tax Service office will log the map in and bring the mylar to the County Clerk's office for filing.

Please continue to practice safe social distancing while making submissions for subdivision or resubdivision map filing.