

**Monroe County Surveyors Office Review Form and
Subdivision Map Check List
For Map Filing in the Monroe County Clerk's Office**

Map Title: _____ Date: _____

Road: _____ Tax Parcel Number _____ Town: _____

Consultant: _____ Phone: _____

This form is to be completed by the NYS Licensed Land Surveyor that prepared the Subdivision Map. Submit this completed form via Email with an electronic copy of the subdivision map for preliminary review

Property surveys and property subdivision mapping can present unique circumstances, as a result review concerns and comments are not limited to or bound by the items on the checklist.

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

Ok – item is complete as shown on map. **NA** – item is not applicable to this map. **DO** – item will be completed.

Consultant

- _____ (1) Map size (17" x 22"; 22" x 34"; or 34" x 44") on Mylar.
- _____ (2) This project is more than 2,500 feet (5,000 feet if more than 5 lots) from the nearest Geodetic Survey Monument and therefore is not tied into the Monroe County Monumentation Network. **A statement is on the map to that effect.**
- _____ (3) This project is less than 2,500 feet (5,000 feet if more than 5 lots) from the nearest Geodetic Survey Monument and is tied to the Monroe County Geodetic Monumentation Network. Or, only one geodetic survey monument is available within 2,500 feet (or 5,000 feet) and does not have published coordinates, therefore no coordinates are provided.
A statement is on the map to that effect along with the following:
 - 1. Full monument nomenclature as shown on monument Data Tie Sheets supplied by County GIS based web viewer or at the Monroe County Surveyors Office. **Note date of monument recovery and condition. ** If there is no cover, please make a note of that.**
 - 2. Coordinates, if used in project, grid factor and elevation factor; or a combined factor, indicate whether "Grid" or "Ground" distances are shown
 - 3. 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.
 - 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.
- _____ (4) A statement on the map that the project boundary perimeter measurements and if tied into the Monroe County Monumentation Network, ties to geodetic monuments were made using procedures necessary to achieve a horizontal accuracy of one of the following:
 - 1. Where traditional Terrestrial Positioning Surveys (TPS) survey techniques are employed - 1 part in 20,000 (1:20,000) or better proportional accuracy or 50 parts per million (50 ppm) or better proportional accuracy or a Local Positional Accuracy at two sigma, 95% confidence level not exceeding 0.025 feet.
 - 2. Where Global Positional System Surveys (GPS) survey techniques are employed and localized to passive geodetic monuments - 1 part in 20,000 (1:20,000) or better proportional accuracy or 50 parts per million (50 ppm) or better proportional accuracy or a Local Positional Accuracy at two sigma, 95% confidence level not exceeding 0.025 feet.
 - 3. Where Global Positional System Surveys (GPS) survey techniques are employed to establish NAD 83 datum – 1 part in 20,000 (1:20,000) or better proportional accuracy or 50 parts per million (50 ppm) or better proportional accuracy or a Local Positional Accuracy at two sigma, 95% confidence level not exceeding 0.025 feet **and** a Network Positional Accuracy at two sigma, 95% confidence level not exceeding 0.05 feet.
- _____ (5) The R.O.W. width of record must be clearly indicated. **There are no curved R.O.W. lines on historical County Roads.** The R.O.W. record width of existing roads must be clearly indicated. (Width varies is not acceptable without additional information.)

- 1.) The width of all existing internal and proposed road(s) shall be clearly shown.
 - 2.) The state or county route number shall be shown on state and county highways.
- ____ (6) A tie distance to the nearest public R.O.W., intersection, angle point or point of curvature.
 - ____ (7) North Arrow, Orientations: Grid with reference datum, assumed, magnetic, deed, reference or true.
 - ____ (8) State the proportional scale (example: 1" =30') and show a Bar Scale
 - ____ (9) Map Date
 - ____ (10) Location Sketch ~ N.T.S. (including name of town and north arrow & site designation)
 - ____ (11) Surveyors stamp, inked, (no electronic stamps), must be clear and legible on prints made from mylar)
 - ____ (12) Surveyors Certification.
 - ____ (13) Surveyors signature (no electronic signatures) and license number.
 - ____ (14) Town Lot, Mill seat Tract/Phelps & Gorham Purchase/Triangle Tract, Township, Range, Town/City/Village/Hamlet, County and State.
 - ____ (15) Distances on all property and proposed easement lines. Where a parcel has a water boundary, the riparian or littoral limit of title must be defined by distances and shown. When tied to the State Plane Coordinate System, indicate whether "Grid" or "Ground" distances are shown.
 - ____ (16) 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 bearings, both must be shown and identified.
 - ____ (17) A reference orientation and statement of supporting data for that orientation shall be shown for azimuths and bearings. (examples: Grid, assumed, magnetic, deed, reference map or true)
 - ____ (18) A minimum of three pairs of coordinates shall be shown on coordinated maps.
 - ____ (19) 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 information must be shown so a closed mathematical figure can be independently verified.
 - ____ (20) Show current owner names, Liber and Page and tax account numbers on **ALL** parcels, (subdivided and adjoining parcels)
 - ____ (21) Show map references, subdivision name, made by, date of map and filing information
 - ____ (22) Show building dimensions, of all buildings on subject parcel. (Ex 17'x20'fr. Barn)
 - ____ (23) 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 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). If title to the property is to centerline, lot area(s) must be shown to centerline and to R.O.W..
 - ____ (24) 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).
 - ____ (25) If a monument exists within the scope of this plat, then a statement must be shown concerning responsibility for its preservation. 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. **The monument must be tied into at least one property corner where distance and direction noted.**
 - ____ (26) **ALL** property line, road R.O.W. or centerline survey points, iron pins, rebars, iron pipes and/or monuments found or set along ANY and ALL property lines must be shown to enable full survey retracement.
 - ____ (27) If there is a property line conflict resulting in a gore or overlap, indicate the record and survey evidence basis for conflicting property lines and dimension amount of gore or overlap at each end of and at deflections within the conflicting area.

_____(28) Final map to be signed by City, Town, or Village Planning Board and Monroe County Health Dept. before the map can be signed by the Monroe County Surveyors Office. The Monroe County Highway Superintendent must sign after County Surveyor in order to be filed.

Additional Requirements for Mapping in the City of Rochester:

____ (29) Map must be approved with original approval signature by the City of Rochester Maps and Surveys Office before the map can be signed by the Monroe County Surveyors Office.

Submitted by: _____

Telephone Number: _____

Comments:

Questions? Please contact:

Daniel J. Holtje, PLS County Surveyor

Monroe County Surveyors Office

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Last Revised: 2/17/2026 DJH