

**MONROE COUNTY
REAL PROPERTY SERVICE AGENCY**

Cheryl Dinolfo
County Executive

Sherif Mansour
Supervisor
(585) 753-1150

RPSA PROCEDURES FOR FILING SUBDIVISION AND RESUB MAPS

MAP FILING REQUIREMENTS BY RPTSA/MAPS & SURVEYS:

1. As of September 1, 1993 **ALL** maps, prior to filing, must have affixed to them Monroe County Department of Health Stamp.
2. Original tracing must be Linen or Mylar, plus **3** prints at time map is filed, as of November 15, 2002.
3. Any map fronting on a County Road must be submitted to the County Highway Superintendent for approval and must have the standard drainage note .
4. Map sizes must be 17" X 22"; 22" X 34" or 34" X 44".
5. Maps must have location sketch, but doesn't need to be scale.
6. Surveyor's seal and certification must be on the mylar and a professional engineer's signature and seal if complex engineering is proposed. All seals must be clear and legible, or County Clerk will not accept it.
7. "**APPLICATION OF PLAT**" is required if there are any new streets or extensions of existing roads. It is not required if it is on an existing road unless required by the town.
8. Approval by **911** for new roads.
9. Original tracing **must be signed by the following agencies when their review is germane to the proposal:**

NYS DOT, COUNTY WATER AUTHORITY, PURE WATERS, COUNTY SURVEYOR, HEALTH DEPARTMENT ON ALL MAPS, TOWN CLERK, TOWN DPW, TOWN PLANNING BOARD, COUNTY HIGHWAY SUPERINTENDANT FOR COUNTY ROAD, COUNTY TREASURY (\$5.00 fee for tax search by Treasury), AND last stop is REAL PROPERTY SERVICES. The map must be filed within 62 days of the town or village approval (Planning Board).

NOTICE: THE REAL PROPERTY OFFICE MUST ALSO REVIEW ALL MAPS BEFORE FILING. THIS REVIEW HAS A TWO TO THREE DAY PROCESSING TIME. DUE TO THE FACT THAT REVISIONS MAY BE NECESSARY, ALL MAPS SHOULD BE BROUGHT IN AT LEAST ONE WEEK BEFORE THE EXPIRATION OF THE PLANNING BOARD SIGNATURE DATE.

10. \$10.00 filing fee (cash or CORPORATE Check). NO personal checks will be accepted. Make **THIS** check out to **MONROE COUNTY CLERK.**

11. As of January 13, 1992, there is a LOT FEE. Cash or **separate** corporate check made out to **DIRECTOR OF FINANCE.** SEE TABLE BELOW.

LOT FEE (SEPARATE CHECK OR CASH FROM \$10 FEE FOR FILING)

1 - 3 LOTS	=	\$ 25.00
4 - 9 LOTS	=	\$ 50.00
10 OR MORE LOTS	=	\$100.00

IF YOU ARE NOT SURE AS TO THE NUMBER OF LOTS, PLEASE CALL REAL PROPERTIES BEFORE FILLING OUT YOUR CHECK.

12. As of January 1, 1995 - If you are filing more than one map at time, separate checks are required for each map to be filed.
13. In addition to the above requirements, City maps must be signed by City Maps & Surveys, Planning & Zoning Commission, Health (5 or more lots), plus 5 prints needed.
14. To check on a map filing liber and page, call **753-1125**. To ask specific mapping questions, call **753-1150**.
15. Lot fee applies to amended maps.
16. Common ownership required.

COUNTY OFFICE BLDG * 39 WEST MAIN STREET * ROCHESTER, N.Y. 14614

REVISED 04/01/2015

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