

To All:

As you may be aware, with the present situation due to covid19 the Monroe County Office Building is closed to the general public and staff are working remotely.

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 off Irving Place on the east side of the County Office Building and putting the map with the usual checks for filing fees in a designated spot. 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 which are attached as a Microsoft Word file. 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.

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 Sherif Mansour at 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. Email a review copy of map and checklist to myself at the County Surveyors Office at gregorybly@monroecounty.gov. Review comments will be provided as an email response.
3. Email a review copy of map to John Fraser at the County Health Department at JFraser@monroecounty.gov.
4. Email a review copy of map to Brent Penwarden at the County Department of Transportation at 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 and waiting for completion of the approvals process.

Regards,

Greg

Gregory D. Bly, P.L.S.
County Surveyor
Monroe County Department of Finance
Department of Real Property Services
Monroe County Surveyors Office
39 West Main Street, Room 304J
Rochester, NY 14614
GregoryBly@monroecounty.gov
585-753-1156 Office

**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:

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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:**

NYSDOT, 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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