

Requirements for Filing Approved Subdivision Maps Onondaga County

Approved subdivision maps that meet all applicable requirements below are filed with the County Clerk, Room 200, Onondaga County Court House, 401 Montgomery Street, Syracuse; for more information call 435-2226. The filing fee is \$10.00.

Subdivision Map Requirements

A. The subdivision map must be:

- Printed in black ink on either linen, cloth backed paper, or Mylar.
- No larger than thirty-six by forty-four inches (36"x 44").
- Clear and legible for reproduction. (No folded or bent maps).
- Signed in black ink by all required officials. Only original signatures are acceptable.
- All stamps must be in black ink.

B. The subdivision map must include the following information:

- Tract name (cannot be Farm Lot or Military Lot)
- Property location by town, city or village
- Farm/Military Lot and/or block numbers
- North arrow
- Certificate of Licensed Land Surveyor: "We (or I) hereby certify that this is an accurate subdivision plat prepared by us (or me) on (date). This subdivision plat meets the current standards stated in the NYSAPLS Code of Practice for Land Surveys pertaining to All Boundary/Title Surveys. The subdivision boundary closure is (boundary closure precision). This map is not valid without the original seal of the surveyor."

C. Onondaga County subdivision map standards required for filing:

- Each new lot will have a definite designation number or letter per the new map.
- Each amended lot will have a definite designation per the new map to avoid confusion with the original lot designation as shown on a previous subdivision map (e.g. Lot 10 becomes Lot 10A).
- Existing parcels or lots to be added to or subtracted from will have a definite designation per the new map depicting all necessary conveyances.
- Each line or curve of all new or amended lots must clearly show all necessary geometry.
- Shorelines will have a tie line with geometry for closure.
- The map shall have absolutely no disclaimers preventing the use of said map as a legal descriptor for any new or amended lot or lots shown.

STEPS DO NOT HAVE TO BE COMPLETED IN THE ORDER THEY ARE LISTED.

Subdivision Map: Review, Approval and Certification Steps

1. **Municipal Subdivision Review:** Contact the municipality for local subdivision requirements, procedures, and the number and type of maps to be filed locally.

In a town: Signature of the town supervisor or planning board chair is required.

In a village: Signature of the village mayor or planning board chair is required.

In the City of Syracuse: Required signatures include:

- City Planning Commission Secretary – Contact City Zoning Office*, City Hall Commons, 201 E. Washington St., or call 448-8640.
- City Engineer – Contact the Deputy Commissioner of Public Works Technical Services, Room 401 City Hall; or call 448-8200.
- City Assessor – Room 130 City Hall; or call 448-8280.

* **Note:** After the map is filed, the applicant must call the City Zoning Office with the filing date and map number.

2. **Review of Water Supply and Sewage Disposal Plans** by Onondaga County Health Department, Division of Environmental Health

- One paper copy of the subdivision map must be left with this office.
- Contact Bureau of Public Health Engineering, 12th Floor of the John H. Mulroy Civic Center. Please call 435-6600 to be sure that a staff person will be available.

3. Review of Street Names & Three Mile Limit Review - allow up to 6 weeks

- Tracts containing new street name(s) must have both the tract name and the street name(s) submitted for prior review.
- Determine whether your subdivision is or is not within three miles of the City of Syracuse; see map below or contact 448-8640 if you need help with this determination. Note that the following towns are entirely outside the three mile limit: Elbridge, Fabius, Lysander, Marcellus, Otisco, Pompey, Skaneateles, Spafford, Tully, and Van Buren.
- If your subdivision is **WITHIN** the three mile limit, contact the City Zoning Dept. at 448-8640 for the procedure that must be followed
- When street names are in compliance, & if your subdivision is **OUTSIDE** the three mile limit, a certification\three mile limit letter is issued by the Syracuse Onondaga County Planning Agency, 11th Floor of the John H. Mulroy Civic Center. Applicant must call 435-2611 to schedule an appointment to have this letter issued.

Area Subject to Three Mile Limit Review



4. Certification of Real Property Tax Status

- If the subdivision is outside of the City of Syracuse, a private abstract & title company must provide certification that all real property taxes have been paid. Although any private abstract and title companies can provide this certification, some companies have offices in the County Clerk's Office, on the second floor of the Onondaga County Court House.
- If the subdivision is in the City of Syracuse, the City Finance Department will provide this certification. Contact Room 110 City Hall, or call 448-8300.