**Subdivision Map Requirements**

**File your map at the Onondaga County Court House**

Approved subdivision maps are to be filed with the County Clerk, Room 200, Onondaga County Court House, 401 Montgomery St., Syracuse. The filing fee is $10.00. For more information call 435-2226/2227.

**A.** The subdivision map must be:

* Printed in black ink on either paper, 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 either blue or black ink by all required officials. Only original signatures are acceptable.
* All stamps must be in black ink.

-OR-

* Maps can now be electronically submitted to the Onondaga County Clerk's Office pursuant to NYSRP Law §334 (2-a). Electronic map submissions is consensual at this point. However, the law allows us to make it mandatory if we prefer to.
* They can be submitted through one of the approved e-recording vendors that are already used for the e-recording of land documents.
* Maps can be either a PDF-A or TIFF format for electronic submission. Please bear in mind that more color will mean slower upload and download times.
* Maps must be in a minimum of 300 dpi/ppi and maximum of 600 dpi/ppi.
* Maps must have a tag embedded in the code of the file properties so that printing of the map will result in print to original size and scale.
* **MAPS SUBMITTED FOR ELECTRONIC FILING *MUST* CONTAIN ALL AUTHORIZATION STAMPS FROM EACH REQUIRED AGENCY AND BE ACCOMPANIED BY A LETTER FROM THE PLANNING DEPARTMENT**.

**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.
* All amended maps or resubdivision maps must recite which existing map # they are amending & clearly describe which lots or areas are being amended & why.