

The Onondaga County Clerk's Office, to ensure its compliance with NYS RP Law §334 (2-a), is implementing the following policy for the electronic submission of survey and subdivision maps:

1. All subdivision maps that are going to be submitted electronically **FIRST MUST** meet all applicable requirements for filing approved subdivision maps listed on the Onondaga County Planning Agency website.
2. Filers are encouraged to electronically submit their maps. Electronically submitted copies will always be crisper and clearer than images created by scanning a hard copy.
3. While the electronically submission of maps in Onondaga County is consensual at this point, we reserve the right in the future to institute a policy of mandatory electronic submissions under the authority granted in NYS RP Law § 334.
4. The electronically submission of maps can be done through one of the approved e-recording vendors that are already used for the e-recording of land records. For more information on e-recording or approved vendors, visit the Onondaga County Clerk's website.
5. Maps can be either a PDF-A or TIFF format for electronic submission.
6. Maps can be in black and white, greyscale, or CMYK color format for electronic submission. Please bear in mind that higher resolution will mean slower upload and download times.
7. Maps must be in a minimum 300 dpi/ppi and maximum of 600 dpi/ppi. Please bear in mind that higher resolution will mean slower upload and download times.
8. Must have a tag embedded in the code of the file properties so that printing of the map will result in printing to original size and scale.
9. Fee: \$10.00.