

Requirements for Filing Subdivision Maps
Onondaga County

In order to file a subdivision map with the Onondaga County Clerk, requirements set by New York State, Onondaga County, and the city, towns and villages must be met. This guide identifies these requirements, necessary signatures, and certifications.

Subdivision maps 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.

- The subdivision map must meet the subdivision map requirements described in A and B below.
- Review, Approval and Certification in Steps 1 – 5 below, must be completed before a map can be filed.
- Steps do not have to be completed in the order they are listed.

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
- Property location by town or city
- 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."

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 East Washington Street; 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 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.