

Procedures for Filing Subdivision Maps in 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.

3. Review of Street Names - allow two weeks.

- Tracts containing new street name(s) must have both the tract name and the street name(s) submitted for prior review.
- When names are in compliance, a certification letter is issued by the Syracuse Onondaga County Planning Agency, 11th Floor of the John H. Mulroy Civic Center. Applicant must call 435-2611 in advance to schedule an appointment to have this letter issued.

4. Three Mile Limit Review, City of Syracuse - allow up to six weeks.

- 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 448-8640 for the procedure that must be followed. All forms needed can be obtained from this office.
- If your subdivision is outside the three mile limit, you must call 435-2611 in advance to schedule an appointment to have this letter issued.



5. Certification of Real Property Tax Status

- An abstract and 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 project is in Syracuse, the City Finance Department will provide this certification. Contact Room 110 City Hall, or call 448-8300.