

TOWN OF HENRIETTA

Subdivision & Resubdivision Map Checklist

- _____ 1. Map is correct size (17" x 22", 22" x 34", or 34" x 44") and on mylar for filing at the Monroe County Clerk's Office.
- _____ 2. Scale (Max. 1:50)
- _____ 3. Date
- _____ 4. Location Map
- _____ 5. If the project is more than 2,500 feet (5000 feet if more than 5 lots) from the nearest Monroe County Monumentation, then the following statement is placed on the map: "This project is more than 2,500 feet from the nearest Monroe County Geodetic Monument and therefore is not tied into that network".
- _____ 6. Surveyor's signature and New York State License number.
- _____ 7. Surveyor's seal or stamp (is clearly shown and is legible on prints made from original).
- _____ 8. Surveyor's certification.
- _____ 9. Two Signature Lines are provided for: Director of Engineering/Planning and Planning Board Chairman with others, depending on the project.
- _____ 10. Adjoiners: Property Owners' names with Tax Account Numbers are included.
- _____ 11. Area of parcels in square feet and/or acres (acres shown to a minimum of 3 decimal places).
- _____ 12. Lot numbering scheme is logical. Sectioned subdivisions have a numbering system indicating a section of a subdivision followed by the lot number. For instance, lot number 21 in section 4 would be designated as Lot No. 421.
- _____ 13. If the project is less than 2,500 feet (5000 feet if more than 5 lots) from the nearest Monroe County Monumentation, it is tied into the Monroe County Monumentation System and the following conditions are completed:
 - _____ a. Full nomenclature of these monuments as shown on the data sheets supplied by the Monroe County Surveyor's Office.
 - _____ b. Coordinates, if used in project.
 - _____ c. Elevations, if used in project.
 - _____ d. A statement within the map certification that the perimeter and ties to control monuments

were accomplished procedures necessary to achieve an accuracy 1 part in 20,000 (1:20,000).

(see: The Monroe County Monumentation Law: "A Handout for Surveyors and Engineers", for examples)

- _____ 14. If a New York State or County Monument exists within the scope of this plat, then a note is shown concerning responsibility for its preservation.
- _____ 15. North arrow and origin.
- _____ 16. Right of Way information shown:
 - _____ a. The R.O.W. record width of existing roads is clearly indicated. ("width varies" is not acceptable without additional information).
 - _____ b. The width of all existing internal and proposed road(s) (with 60 foot right-of-way) is clearly shown.
- _____ 17. A tie distance to the nearest public R.O.W.
- _____ 18. The Town and County where parcel(s) is/are located is shown, along with the Town Lot Number, Range of Lots and Townships.
- _____ 19. Distances shown on all property lines. Where the plat has been tied into the State Plane Coordinate System, a statement as to whether distances are "grid" or "ground", is shown.
- _____ 20. Angles/Bearings/Azimuths is shown on all property lines. Note: on coordinated plats, only azimuths or bearings referenced to the coordinate system are accepted.
- _____ 21. For azimuths and bearings a reference datum and a statement of supporting data for that datum is shown. Examples of acceptable datums: grid, assumed, magnetic, deed reference, or true.
- _____ 22. On coordinated plats, a minimum of three pairs of coordinates is shown.
- _____ 23. On coordinated plats tied to the State Plane Coordination system, a grid and elevation factor, or a combined factor shall be shown.
- _____ 24. Curve data (curve length, radius, and delta angle).
- _____ 25. If elevations are shown, a project bench mark along with its elevation and the reference datum used in establishing the project bench mark shall be shown.
- _____ 26. A minimum of two points (iron pins, pipes, or concrete monuments) found or set on each subject parcel is shown. An established baseline existing adjacent to the parcel being surveyed may be used as long as the complete mathematical tie is shown.
- _____ 27. Town Utility Districts are noted. For example, Henrietta Sanitary Sewer District Extension No. 151.
- _____ 28. Map references and legal sources are listed.

- _____ 29. Deed references are provided.
- _____ 30. Statement regarding existence or non-existence of Federal or New York State Wetlands on the site noted.
- _____ 31. FEMA Floodplain information is noted, such as zone designation, Community Panel Number, and map date (If applicable, floodplain and floodway boundaries are delineated).
- _____ 32. The lines and dimensions of proposed lots, which shall be numbered. If a proposed lot contains one or more existing buildings, the yard dimensions for such buildings shall be indicated. Existing buildings outside the limits of the plat, but within 75 feet of any proposed street or 25 feet of any proposed lot line, shall also be shown.