

# TOWN OF HENRIETTA

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## 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 Sketch.
- \_\_\_\_\_ 5. If the project is more than 1200 feet (2500 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 1,200 feet from the nearest MCGS control 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 1200 feet (2500 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 of 1 part in 10,000 (1:10,000) or better.

(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.
  - \_\_\_\_\_ c. Highway reservation(s) (for county roads with less than 80 foot right-of-ways).
- \_\_\_\_\_ 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.