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County Executive

# Onondaga County Guide to the Subdivision Process

*Follow this guide for the steps and requirements to subdivide your property and file approved subdivision maps with the Onondaga County Clerk. Contact information for all agencies may be found on the last page of this document.*

## STEPS IN THE SUBDIVISION PROCESS

### STEP 1: MUNICIPAL SUBDIVISION REVIEW

The first step is to understand your local municipality's development authority and review process. Each municipality in Onondaga County has their own subdivision process and submission requirements. This process may be administrative or require Municipal Board or Planning Board review. Contact your Village, Town or City government and ask them to review your preliminary sketch. (See last page for contact information.)

To file your subdivision maps with the County Clerk, you will need the following municipal signatures to document local subdivision review:

**In a Town:** Signature of the Town Supervisor or Planning Board Chair

**In a Village:** Signature of the Village Mayor or Planning Board Chair

**In the City of Syracuse:** Signature of the City Planning Commission Secretary, City Engineer, Department of Assessment, and Department of Finance.

### STEP 2: ONONDAGA COUNTY HEALTH DEPARTMENT – BUREAU OF PUBLIC HEALTH ENGINEERING REVIEW

The Onondaga County Health Department – Bureau of Public Health Engineering is required to review and stamp all filed subdivision maps regardless of the size or type of the project.

The focal point of their review is to help ensure the responsible subdivision of land and subsequent construction with respect to sewage disposal and water supply, whether public or private.

#### For All Proposed Lots Under 5 Acres

Private sewage disposal system plans must be approved by the Bureau prior to subdivision approval for all newly proposed lots less than 5 acres in size that are unable to connect to a public sewer system.

Please contact the Bureau for more information regarding septic plan submittals.

**Instructions for Applicants** (see back cover for contact information):

- Contact the Bureau as early in the planning stages as possible to discuss Health Department requirements for subdivision plan endorsement.
- Direct your licensed land surveyor to email a copy of the proposed plan to the Bureau for review to prior to preparing final plans for signature.
- Schedule an appointment for your visit to the Bureau in advance to ensure that an engineer will be available to assist you.
- The Bureau will need to keep one paper copy of your subdivision plan. Please make sure that you bring enough paper copies.

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[\*Bureau of Public Health Engineering Webpage - Subdivisions\*](#)

[\*Bureau of Public Health Engineering Webpage - Septic Systems and Public Sewers\*](#)

[\*Bureau of Public Health Engineering Webpage - Drinking Water Wells\*](#)

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### STEP 3: DEPARTMENT OF TRANSPORTATION REVIEW

Any subdivisions with frontage on a public road should contact the road owner(s) to review your subdivision plans, prior to local approval.

**On a local road:** Contact municipality (as part of municipal subdivision review).

**On a County-owned road:** Contact the Onondaga County Department of Transportation (OCDOT). Subdivisions on County roads are also subject to Sight Distance Review.

**On a State-owned road:** Contact the NYS Department of Transportation – Region 3.

Applicants are encouraged to contact road owners as early in the planning process as possible to review plans for sight distance or other safety concerns. Be sure to contact DOTs before you purchase your final design plans that include houses, driveways, or septic system locations.

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[\*Onondaga County Highway Ownership Map\*](#)  
[\*New York State DOT Permits\*](#)

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#### Sight Distance Review

For subdivisions on a County-owned road, a sight distance check is required for each proposed access location, typically one per proposed lot.

It is the property owner's responsibility to have their surveyor perform sight distance checks.

Results shall be provided to OCDOT for review. If the results are satisfactory, OCDOT will issue a letter indicating that future access will be granted. If the results are unsatisfactory, OCDOT will advise that revisions to the subdivision plan are required.

For lots subdivided after 9/2/1986, access can be denied if any new lots do not meet minimum sight distance requirements.

## STEP 4: CITY OF SYRACUSE THREE-MILE LIMIT REVIEW

Subdivisions occurring within three miles of Syracuse are subject to extra-territorial review by the City of Syracuse (Ch. 370, NYS Laws of 1913, Ch. 447, NYS Laws of 1920), to ensure orderly development.

**For all areas in green**, contact the Onondaga County Department of Planning or Syracuse Office of Zoning Administration to determine whether your project is subject to Three-Mile Limit Review by the City of Syracuse.

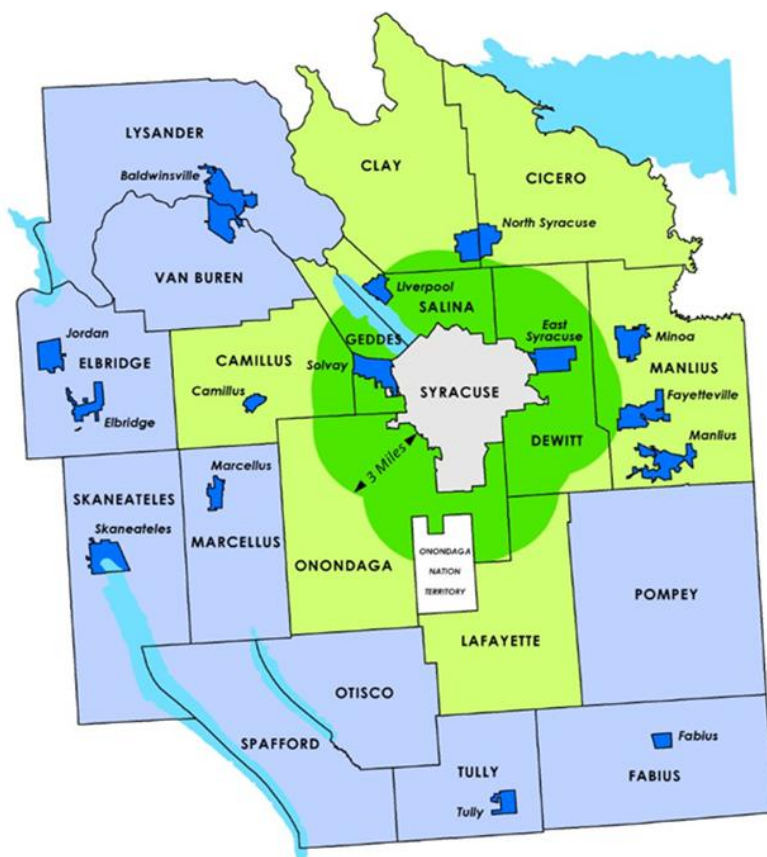
**WITHIN 3 MILES:** You must submit an application for Three-Mile Limit Review with the Syracuse Office of Zoning Administration. Subdivision plans for filing with the County Clerk must include signatures from the City's Office of Zoning Administration or City Planning Commission, as well as the City of Syracuse Department of Engineering.

**CONFIRMED AS BEYOND THREE MILES:** If your project is confirmed to be beyond three miles of the City of Syracuse, the Onondaga County Department of Planning will issue a letter of compliance verifying you are not subject to Three-Mile Limit Review. This letter is typically combined with the Planning Departments Street Names Compliance Letter (Step 5).

**TOWNS FULLY OUTSIDE THREE MILES:** Your project is outside the three-mile boundary. The Onondaga County Department of Planning will verify this within its Right-of-Way Designation compliance letter (Step 5). No further action is necessary.

**VILLAGES:** Projects in Villages are NOT subject to Three-Mile Limit review. The Onondaga County Department of Planning will verify this within its Right-of-Way Designation compliance letter (Step 5). No further action is necessary.

**CITY OF SYRACUSE:** Projects in the City of Syracuse are NOT subject to Three-Mile Limit review. The Onondaga County Department of Planning will verify this within its Right-of-Way Designation compliance letter (Step 5). No further action is necessary.



## STEP 5: RIGHT-OF-WAY DESIGNATION (“STREET NAME”) LAW REVIEW

This step is required to ensure compliance with the County’s Right-of-Way (ROW) Designation Law (#5-1972), to ensure proper nomenclature is used to identify existing and proposed rights-of-way, such as street names, on ALL filed subdivision maps.

A letter of compliance is issued by the Onondaga County Department of Planning – GIS/Addressing Division. This letter is required for subdivision filing with the County Clerk. Applicants are instructed to email a digital copy of your subdivision map to the Planning Department for a ROW Designation Compliance Review, or call the Department to discuss alternate submission of plans.

## STEP 6: CERTIFICATION OF REAL PROPERTY TAX STATUS

Applicants must provide certification that all real property taxes have been paid in order to file a subdivision.

**In a Town or Village:** Contact any private abstract/title company for certification. Some companies have offices in the County Clerk’s Office.

**In the City of Syracuse:** Contact or visit the City Finance Department for certification.

## STEP 7: FILE YOUR MAP WITH THE COUNTY CLERK

This is the final step in the subdivision process. Approved subdivision maps are to be filed with the County Clerk, located at the County Courthouse or via digital submission. The filing fee is \$10.00.

## SUBDIVISION MAP FILING REQUIREMENTS

### BASIC REQUIRED MAP INFORMATION

The subdivision map must include the following information:

- ✓ Tract name (cannot be Farm Lot or Military Lot)
- ✓ Property location by town, city or village
- ✓ Farm/Military 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."*

**CERTIFICATE OF LICENSED LAND SURVEYOR**

### ONONDAGA COUNTY SUBDIVISION MAP REQUIREMENTS

- ✓ Each new lot will have a definite designation number or letter per the new map.
- ✓ Each amended lot will have a definite designation per the new map to avoid confusion with the original lot designation as shown on a previous subdivision map (e.g. Lot 10 becomes Lot 10A).
- ✓ Existing parcels or lots to be added to or subtracted from will have a definite designation per the new map depicting all necessary conveyances.
- ✓ Each line or curve of all new or amended lots must clearly show all necessary geometry.
- ✓ Shorelines will have a tie line with geometry for closure.
- ✓ The map shall have absolutely no disclaimers preventing the use of said map as a legal descriptor for any new or amended lot or lots shown.
- ✓ All amended maps or resubdivision maps must recite which existing map number they are amending, and clearly describe which lots or areas are being amended and why.

### MAP FILING OPTIONS

Subdivision maps may be filed either as hard copy or electronically, pursuant to NYSRP Law §334 (2-a). While law allows for mandatory electronic filing at the Clerk's discretion, the Onondaga County Clerk does not currently mandate electronic filing of subdivision maps at this time.

#### Hard Copy Filing

The subdivision map must be:

- ✓ Printed in black ink on either paper, linen, cloth backed paper, or Mylar.
- ✓ No larger than 36"x 44" in size.
- ✓ Clear and legible for reproduction. No folded or bent maps.
- ✓ Signed in either blue or black ink. Stamps may only be in black ink. Only original signatures are acceptable.

## Electronic Filing

The subdivision map must be:

- Either in PDF-A or TIFF file format.
- A minimum of 300 dpi/ppi and maximum of 600 dpi/ppi.
- Tag-embedded in the code of the file properties so that printing of the map will result in print to original size and scale.
- Submitted through an approved e-recording vendor, already used for e-recording of land documents.

E-filing Notes:

- More color on subdivision maps will mean slower upload and download times.
- **Maps submitted for electronic filing *must* contain all applicable authorization signatures and/or stamps from agencies as described herein.**

## READY TO FILE?

☐ Did you include all required information on your subdivision map?

Do you have authorization signatures, stamps or letters from each required Agency?

- ☐ Town, Village or City Official(s) - Subdivision Plan Approval (stamp)
- ☐ Department of Transportation Review (part of municipal review; permits may be required separate from subdivision process)
- ☐ Onondaga County Health Department (stamp)
- ☐ Onondaga County Department of Planning - Street Names Review Compliance (letter)
- ☐ Three-Mile Limit Review:
  - Syracuse Office of Zoning Administration - Three-Mile Limit Review Approval (2 signatures); or
  - Onondaga County Department of Planning - Compliance Letter (part of Street Names letter)
- ☐ Abstract/Title Company/City Finance Dept. - Real Property Tax Certification

If you can check all of the above boxes, you are ready to file!



## CONTACTS

### Onondaga County

**County Clerk**

Onondaga County Courthouse,  
Room 200  
401 Montgomery St  
(315)435-2226 / 2227  
Mon-Fri: 8:30am-4:00pm  
(Must be in line by 3:45 in  
order to file documents.)

**Department of Planning–  
Addressing Division**

Carnegie Building, 1<sup>st</sup> Floor  
335 Montgomery St  
(315)435-2616  
addressing@ongov.net

**Department of Transportation**

6230 East Molloy Rd  
East Syracuse  
(315)435-3205  
highwaypermits@ongov.net

**Health Department – Bureau  
of Public Health Engineering**

Civic Center, 12<sup>th</sup> Floor  
421 Montgomery St.  
(315)435-6600  
PHESubdivision@ongov.net

### City of Syracuse

**Zoning Office**

One Park Place, Suite 700  
300 S State St  
(315)448-8640/ (315)448-4715  
zoning@syr.gov

**Department of Assessment**

City Hall, Room 130  
233 E Washington St  
(315)448-8280  
assessment@syr.gov

**Department of Finance –  
City Payment Center**

City Hall, Room 122  
233 E Washington St  
(315)448-8310  
citypayments@syr.gov

**City Engineer**

City Hall, Room 401  
233 E Washington St  
(315)448-8200  
engineering@syr.gov

### New York State

**Department of Transportation**

Region 3 - State Office Building  
333 E Washington St  
Permit Coordinators:  
Residential – East (315)458-1910  
Residential – West (315)672-8151  
Commercial – (315)428-3233

### Towns & Villages

You can find contact information  
for the 34 Towns and Villages in  
Onondaga County by going to:

- [ongov.net/links](http://ongov.net/links) for a list of  
links to municipal web  
pages.
- [ongov.net/legislature](http://ongov.net/legislature) and  
click on the link to their  
annual Roster/Guide to  
County Departments, City,  
Town, Village and School  
Districts.