



**LIVINGSTON COUNTY  
OFFICE OF COUNTY CLERK**  
Livingston County Government Center  
6 Court Street, Room 201  
Geneseo, New York 14454

Phone (585) 243-7010  
Fax (585) 243-7928

Office Hours: 8:00am - 4:00pm Monday - Friday

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*Kristine M. Secor  
Acting County Clerk*

## **Survey Map Requirements**

- 1 Mylar map (original signature & seal required)
- 1 Paper maps (original signature & seal required)
- All maps must be identical
- Licensed Land Surveyor's signature and seal (not an Engineer)
- Completed title block including property owner's name and town/village where parcel is located
- Map must show a North direction indicator
- Appropriate fees - \$10.00

## **Subdivision Map Requirements**

- 1 Mylar map (original signature & seal required)
- 1 Paper maps (original signature & seal required)
- All maps must be identical
- All maps must be a minimum of 8.5x11 inches, and a maximum of 34x44 inches in size
- Licensed Land Surveyor's signature and seal (not an Engineer)
- Town/Village Planning Board signature and date
  - Board members title and name to be printed below
  - If the map does not require Planning Board signatures then the Chairman of the Board must indicate "this subdivision map is exempted from the formal town of (insert town) subdivision regulations and it may be filed in the Livingston County Clerks Office"
- Health Department Approval (signature)
  - if the subdivision is 5 lots of 5 acres or less
- Must be filed timely
  - Town - maps must be filed within 60 days of Board signatures and dates
  - Village - maps must be filed within 90 days of Board signatures and dates
- Tax search providing all levied taxes are paid (School, Village, Town & County)
  - Completed by the Treasurer's Office for a \$5.00 fee
  - In the event that the Treasurer's Office is unable to verify payment, you must provide other proof that taxes are paid
- Completed title block including property owner's name and town/village where parcel is located
- Map must show a North direction indicator
- Appropriate fees - \$10.00