



Broome County
OFFICE OF THE COUNTY CLERK

Aaron M. Martin, County Clerk

Memo regarding Electronic Submission of Maps
to the Broome County Clerk's Office

The Broome County Clerk's Office, to ensure its compliance with NYS RP Law §334 (2-a), is implementing, effective July 1, 2020, an updated policy for the electronic submission of survey and subdivision maps.

- 1) Recorders should electronically submit their maps. Electronically submitted copies will always be crisper and clearer than images created by scanning a hard copy.
- 2) The electronic submission of maps in Broome County is mandatory under the authority granted in NYS RP Law §334.
- 3) The recording fee for survey and subdivision maps is \$10.00. (CPLR §8021) This is the same as the previous hard copy recording fee.
- 4) The electronic submission of maps can be done through one of the approved e-recording platforms that are already used for the e-recording of land documents, or by delivery of a thumb drive to our office. The four accepted e-recording platforms in Broome County are CSC, ePN, Indecomm, and Simplifile.
- 5) Maps can be in either a PDF-A or TIFF format for electronic submission through approved e-recording platforms.
- 6) Maps must be in a TIFF format for electronic submission delivery via a thumb drive to our office.
- 7) A hard copy of the signed waiver and information sheet is required for electronic submission delivery of maps via a thumb drive to our office. (See attached) Thumb drives that contain any viruses or malware will be rejected.
- 8) Maps can be in black & white, greyscale, or CMYK color format for electronic submission. Please bear in mind that more color will mean slower upload and download times.
- 9) Maps must be in a minimum 300 dpi/ppi and a maximum of 600 dpi/ppi. Please bear in mind that a higher resolution will mean slower upload and download times.
- 10) Beginning on January 1, 2020, survey and subdivision maps will no longer be assigned a "Plat Cabinet" or "Sleeve" number. Instead, maps should be referenced by instrument number and filing date.



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I, the undersigned, hereby state the thumb drive provided to the Broome County Clerk's Office is clean and free of all viruses and malware.

NAME: _____

STREET ADDRESS: _____

PHONE NUMBER: _____

LAW FIRM / ENGINEERING FIRM / TITLE SEARCH COMPANY (IF APPROPRIATE):

SIGNATURE: _____

Information regarding the map on the enclosed thumb drive:

MAP TITLE: _____

STREET ADDRESS: _____

TAX MAP #: _____

SURVEYOR: _____