



# Broome County OFFICE OF THE COUNTY CLERK

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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 electronical 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: \_\_\_\_\_