



NEW YORK STATE ASSOCIATION OF PROFESSIONAL LAND SURVEYORS, INC.TM

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October 14, 2025

RECEIVED

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TOWN OF ULYSSES

Dear Town Clerk:

Enclosed, please find included with this letter, two posters describing the lawful submission of maps, surveys and plans with municipal offices such as yours. The posters provide references to New York State law and describe best practices to avoid the unlawful use and submission of certified documents for permitting purposes.

Adherence of these laws and practices together with the requirements of local building, planning, zoning and other review departments and boards are critical to the comprehensive and lawful submission for review and permitting by local agencies.

The New York State Association of Professional Land Surveyors (NYSAPLS) is providing this vital information as a public service. We ask that you consider posting these conspicuously in your office for the benefit of the public and your staff.

For additional copies of these posters please contact Heather Schultz at heather@nysapls.org.

Thank you for your consideration,

Jeremy E. Thompson
NYSAPLS President

About New York State Association of Professional Land Surveyors (NYSAPLS)

Founded in 1963 as a membership corporation, the New York State Association of Professional Land Surveyors (NYSAPLS) represents over 1,200 members throughout the State of New York and is recognized as the unified voice of the New York surveying profession. NYSAPLS is comprised of 19 regional affiliated organizations and is an affiliate of the National Society of Professional Surveyors.

AFFILIATE OF THE NATIONAL SOCIETY OF PROFESSIONAL LAND SURVEYORS

REGIONAL ASSOCIATIONS: ALLEGHENY PLATEAU ASSOCIATION OF PROFESSIONAL LAND SURVEYORS • BLACK RIVER VALLEY ASSOCIATION OF PROFESSIONAL LAND SURVEYORS • BROOKLYN LAND SURVEYORS ASSOCIATION • CATSKILL AREA ASSOCIATION OF LAND SURVEYORS • CENTRAL NEW YORK SOCIETY OF LAND SURVEYORS • CITY SURVEYORS ASSOCIATION OF GREATER NEW YORK • DELAWARE-HUDSON LAND SURVEYORS ASSOCIATION • EASTERN NEW YORK SOCIETY OF LAND SURVEYORS • GENESEE VALLEY LAND SURVEYORS ASSOCIATION • LONG ISLAND ASSOCIATION OF LAND SURVEYORS • MID-HUDSON VALLEY LAND SURVEYORS ASSOCIATION, INC. • MOHAWK VALLEY SOCIETY OF PROFESSIONAL LAND SURVEYORS • NASSAU-SUFFOLK CIVIL ENGINEERS, INC. • NIAGARA FRONTIER LAND SURVEYORS ASSOCIATION • NORTHERN NEW YORK ASSOCIATION OF LAND SURVEYORS • SOUTHERN FINGER LAKES ASSOCIATION OF PROFESSIONAL LAND SURVEYORS • SOUTHERN TIER ASSOCIATION OF LAND SURVEYORS • SURVEYORS ASSOCIATION OF QUEENSBORO, INC. • WESTCHESTER-PUTNAM ASSOCIATION OF PROFESSIONAL LAND SURVEYORS, INC.

Regulations and Guidelines

Regarding the Acceptance of Surveys, Maps and Plans by Public Officials in New York State

DO YOU KNOW...

State and Federal Laws protect professionally prepared surveys, maps and plans from unauthorized alteration and copying. For instance, The New York State Education Law clearly states that the work product of a Land Surveyor or Professional Engineer may not be altered without the legal authority to do so. Most professionally prepared plans and specifications such as those prepared by a Registered Architect or Landscape Architect are protected by Federal Copyright Law.

New York State Law requires that...

- No official of this state, or of any city, county, town or village therein, charged with the enforcement of laws, ordinances or regulations shall accept or approve any plans, specifications or geologic drawings or reports that are not stamped with the seal of an architect or professional engineer or land surveyor or professional geologist licensed in this state and bearing the authorized facsimile of the signatures of the licensed professional. (NYS Ed. Law, Art. 145, § 7209, 1.)
- If a plan or map stamped with the seal is altered by another professional, it must be identified as such and signed and sealed by the person making the alteration. (NYS Ed. Law, Art. 145, § 7209, 2)



Best Practices for Public Officials

- Municipal agencies should confirm that a map or site plan based on a survey reflects the current conditions, certified to by a licensed land surveyor.
- Municipal agencies should confirm that the surveyor of record review and certify the computations and mapping for a subdivision when submitted with the site development plan for the subdivision.
- Only a current survey, certified to the current owner and showing proposed improvements and proposed offsets should be accepted as the basis for an area variance.
- Municipalities should confirm the professional has a certificate of authorization.
- Any submission or request for approval of any document which reflects dimensions or setbacks, existing or proposed, between structures and property lines requires certification from a land surveyor.
- Municipal boards should verify that the professionals signing maps, plats and surveys are licensed and registered, and that there is a licensed profession currently involved and acting for the benefit of the client or applicant.
- Municipal reviewers should confirm that the land surveyor signing the subdivision plat has in fact reviewed and checked its correctness and that the lots or parcels meet the current zoning for area, frontage, width, depth or other dimensional requirements. It is suggested that a letter of confirmation by the professional or acknowledgment on the face of the plat should be required.



BE AWARE

CERTAIN MAPS AND PLANS MAY NOT BE APPROPRIATE FOR SUBMISSION TO THIS OFFICE

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