

# Mapping

## Frequently Asked Questions

**Q.** Where can I purchase a Monroe County road map?

**A.** They are available in our office for \$5.00

**Q.** How much do custom maps and plans cost?

**A.** Custom Maps and Copy *Prices:*

8.5" x 11" B/W \$1.00 Color \$5.00

11" x 17" B/W \$5.00 Color \$10.00

24" x 36" B/W \$20.00 Color \$30.00

36" x 48" Custom Map \$60.00

Subdivision Plan Copies (24" x 36") \$20.00

\* A special request may be made for custom maps that require geospatial processing and analysis. Pricing will vary for each project. Please speak to the GIS Manager for more details.

**Q.** What is the maximum size plan the can be recorded?

**A.** Due to equipment limitations, the largest plan we can accept is **24x36**.

**Q.** How do you record a new subdivision, lot joinder, or survey plan?

**A.** After municipal approval, take the plan to the Planning Office at 701 Main Street, Stroudsburg for a signature. Next bring the signed plan to the Assessment Office and drop it off for UPI certification. **The UPI certification process has a 24-hour turnaround time.** You will be called when your plan is ready for pick-up. Upon pick-u, take it to the Recorder of Deeds for recording. There is a \$10.00 fee for each parcel on the plan including any new parcels that will be created. You must pay this fee at the time of recording.

**Q.** How do I join more than one parcel?

**A.** All parcels to be joined must be contiguous. All parcels must be in the same name(s), trust, or business name. The person(s) requesting the join must be the current owner(s) of the parcels. Municipal approval must be obtained before the parcels are joined. If you are recording a new deed along with a joinder plan, the following language must be included in the joinder deed. **"The above parcels shall hereby become merged into one parcel for taxing purposes and shall not be separately conveyed without prior express approval of the municipality as provided by law."**

**Q.** What should I do if I believe that my property lines are not correct on the GIS website?

**A.** Our aerial photos are taken by an airplane, and they are taken at an angle. Due to the altitude of the plane and location of the camera it may appear that your property lines are going through buildings or encroaching on your neighbor's property. Our mapping represents county parcels, and they are based off tax maps that were digitized years ago and aligned with newer imagery . The only way to know for sure where your property lines are is to have your property surveyed. To have the lines adjusted on our GIS website you must have the survey plan recorded in the Recorder of Deeds office. You may also obtain a copy of your deed at the Recorder of Deeds office, which may contain information to help you locate your property boundaries.

**Q.** How do I obtain a copy of the plot plan for my property?

**A.** If your property is in a subdivision or has been surveyed and the survey has been recorded at the Monroe County Recorder of Deeds Office; you can get a copy of it at the Assessment Office or the Recorder of Deeds office.