



SELF-SERVE PERMITTING INSTRUCTIONS

RESUBDIVISIONS (minor transfer of land and lot combinations)

Helpful Information:

- Attached is the application form which lists the submission requirements. Since not all City offices are open to the public, please contact Mary Kerr at 428-6590 or mary.kerr@cityofrochester.gov to assist you in obtaining City tax maps (#2 on attached application).

Submission Requirements:

- ✓ Two copies of attached application
- ✓ Two copies of the Tax Map (see above on how to obtain)
- ✓ Two copies of City Tax Certificates-must show taxes of all parcels have been paid in full for the current tax season
- ✓ Two copies of County Tax Certificates - must show taxes of all parcels have been paid in full for the current tax season
- ✓ Fee \$50

How to submit: In person appointments are currently not being accepted, so you can submit your completed application along with all required documents in any of the following ways:

- Use the drop box provided in our self-serve area, room 121B.
- Email your request to: mary.kerr@cityofrochester.gov (payment must be made via the drop box or US mail)
- Mail to us at: Buildings and Zoning Permits-Attention Mary Kerr
30 Church Street, Room 121B
Rochester, NY 14614

If you have any questions, please call 428-6590.



