

**GUIDELINES FOR RECORDING
A SUBDIVISION MAP
IN COLUMBIA COUNTY**

Steps and procedures recommended to avoid delays and problems when filing a subdivision

To file a subdivision map you must visit three offices: the Columbia County Clerks; Columbia County Real Property Tax Service; and the Columbia County Treasurer. When filing the subdivision map, you will be required to provide documentation and to pay a filing fee.

1. The County Clerk's office should be the first stop with the subdivision map. It is necessary for that office to **check the surveyor's original signature**, to make sure the Planning Board's stamped date has not expired for recording the document, and to ensure that there are **(2) original maps that are no larger than 34-inches by 44- inches and no smaller than 8 1/2 inches by 11 inches.**

2. The next stop should be the Real Property Tax Service office. When there are any Changes made on a map, it is necessary for that department to check over the map and attach its certification.

3. The County Treasurer is **required** by the State of New York to certify that all land and school taxes are paid, and that the most current tax receipts be presented as verification to that office. The Treasurer will then attach certification with the County Treasurer's seal attesting that the taxes have been paid. **Tax receipts must be presented** to the County Treasurer's office (photocopies will suffice). The maps presented to the Treasurer's office must have the County Clerk's stamp affixed to the back of each map to be recorded, along with the certification from the office of Real Property Tax Services.

4. **Filing Fees:** The person recording the map should be aware that both the County Clerk and Real Property Tax Services offices **require payment of fees** related to the filing of subdivision maps. The County Clerk charges \$10 for each subdivision map recorded.

The Real property Tax Service charges are based on the number of lots in the subdivision, whether it is an original, alteration, abandonment or condominium map:

One through three lots-\$25

Four through nine lots-\$50

Ten or more lots- \$100

No fee is required if the document does not necessitate change on the tax map

5. For additional information, contact the County Clerk (518)828-3339; Office of Real Property (518)828-7334; or the County Treasurer (518) 828-0513.