

SARATOGA COUNTY

Subdivision Map Filing Requirements

When real property is subdivided for sale, a map of the subdivided property must be filed in the office of the County Clerk. The following legal requirements must be met.

All maps *must* :

- be printed with **INDIA** ink (black) directly on *mylar*. A paper copy must be supplied. (No adhesive backed copies of notes, details, etc. will be accepted.)
- have *original* seal and signature endorsed thereon.
- have a certification of the licensed land surveyor attached stating the name of the subdivision, the date of completion of the field survey and date the map was made (surveyor's certificate)
- be not less than 8-1/2 x 14 inches and not more than 30 x 42 inches in size.
- have City, Town or Village Planning Board final approval endorsed on the map and be signed by the duly authorized officer of the Planning Board.
- have New York State Department of Health approval endorsed on the map if the subdivision consists of five (5) or more parcels, each of which is five (5) acres or less.
- be filed in the office of the County Clerk within sixty-two (62) days of the signature of the duly authorized officer of the Planning Board.
- have a certificate from either the County Treasurer, City Commissioner of Finance (for Cities), an abstract and title company or attorney stating that all taxes have been paid. It may be required to provide proof of payment from the Town, Village or School Tax Collector.

The tax search will be ordered by Real Property at the time the map is presented for all municipalities except the cities. City tax searches must be ordered by the city commissioner of finance.

Section 334 Real Property Law; Sections 276 & 279 Town Law; Sections 32 & 34 City Law; Sections 7-732 & 7-728 Village Law; Article 11, Title 2 Public Health Law; Article 17, Title 15 Environmental Conservation Law

Maps will be presented to Real Property Tax Service Agency (35 West High St. Bldg. 2) for approval and official filing. If a verification of tax payment is not provided, one will be ordered. Filing fees vary according to number of subdivision lots and number of tax parcels affected.

Joanne Bosley, Director
Real Property Tax Service Agency
885-2219

Jason Kemper, Director
Planning Department
884-4705

Kathleen Marchione
County Clerk
885-2213

Samuel Pitcherale
County Treasurer
884-4724

Addendum to Saratoga County subdivision map filing requirements:

To expedite filing of subdivision maps during tax collection periods, please provide proof of payment of current taxes (bring us a copy of the receipt). If proof is not provided, filing may take weeks.

Tax collection periods are as follows:

January - March	for Town and County
March - December	for City of Saratoga Springs & County
March 1 - 15	for City of Mechanicville & County
July 1 - 31	for Villages
September - October	for Town schools and Mechanicville City School
October - February	for City schools