

SARATOGA COUNTY

Additional Notes Pertinent to Filing Maps

1. Tax Search for filed maps
 - When a subdivision **or** boundary line adjustment map is presented for filing, a tax search will be required. The tax search can be ordered by the Real Property Tax Services Agency except if the property is in the City of Saratoga Springs or the City of Mechanicville. When filing a map for property in either city, the person filing the map must order a tax search at the City, and the completed search must be presented with the map at the time of filing.
 - Please note that once a tax has been levied (county, town, school, etc.) the tax must be paid prior to filing regardless of stated “due dates” of the payment of taxes. (i.e. if a map is presented on January 5th, county and town taxes must have been paid even though the bill indicates payment is not due until January 30th). All current school taxes, including all future installments, must have been paid upon presentation of the map for filing. A paid receipt for the tax bill will expedite the filing process.
 - If a Title Company or attorney provides the tax search, the years of the search should be stated clearly. Please note:
 - ◆ A 5-year tax search is required for all subdivisions and boundary line adjustments
 - ◆ also note the date of payment of the most recent tax levied

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 Saratoga Springs City School District

2. Assignment of Tax Map (SBL) numbers
 - Tax map numbers are not “officially” released by the Saratoga County RPTSA until Taxable Status Date (3/1 for Towns and the City of Saratoga Springs; 6/1 for the City of Mechanicville)
 - Numbers may not be assigned prior to that date
 - We cannot guarantee that tax map numbers on newly created parcels will be available for town building permit or certificates of occupancy purposes

3. Boundary line adjustments

- Applicants should be advised that a **deed** or **boundary line agreement** must be filed in order to revise a property line (a filed map does not transfer title) unless the affected properties are in the same ownership.
- All tax information required is the same as subdivision requirements for map filing (i.e., tax search)

4. Timing

- Subdivisions and/or boundary line agreements must be filed in the County Clerk's office within 62 days of the Planning Board Chairman's signature (vs. approval date). Please note that it may take up to one week to process the map. We advise that maps be brought to Real Property Tax Service within 50 days of receiving the Planning Board Chairman's signature in order to allow for administrative tasks to be completed.

5. Abandonment of Subdivisions

- Per New York State Real Property Tax Law 560, a subdivision cannot be abandoned for five (5) years once it has been filed.
- In order to abandon an approved subdivision (after the allotted 5-year period) contact Real Property Tax Services to begin the appropriate procedure.