Saratoga County

Condominium Survey and Floor Plan Filing Requirements

- A "**Declaration**" must be filed in the County Clerk's office prior to the first conveyance of property. The Declaration must include floor plans, which are certified by a registered architect or licensed professional engineer, showing the layout of each unit and its location within the building.
- A perimeter survey prepared by a licensed surveyor showing "as built" locations of the buildings must be presented to the Real Property Tax Service Agency for filing in the County Clerk's Office. The perimeter survey will be subject to the Subdivision Map Filing Requirements and fees of Saratoga County. The perimeter survey may be filed prior to, simultaneous with or subsequent to the filing of the Declaration but *may not* be filed within the Declaration.
- No tax lot numbers will be assigned to condominium units until **both** the Declaration and perimeter survey have been filed.
- These requirements are independent of any requirements of the Office of the New York State Attorney General

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