
Checklist For Filing Of Subdivision Map

- ❖ 2 Original Subdivision Maps (no color) no smaller than 8 ½" x 11" and no larger than 34" x 44" with original Surveyor's signature
- ❖ Planning Board's stamped date can't be expired
- ❖ Real Property Certification
- ❖ \$25-\$100 Certification Fee to Real Property depending on the number of lots in the subdivision, whether it is an original, alteration, abandonment or condominium map
- ❖ ALL taxes must be PAID IN FULL. PAID tax receipts must be presented to the County Treasurer for the current year.
- ❖ Treasurer Certification
- ❖ \$10 Filing Fee payable to the Columbia County Clerk

www.columbiacountyny.com



For Further Information Contact:

Columbia County Clerk's Office
(518) 828-3339

Columbia County Treasurer's Office
(518) 828-0513

Columbia County Real Property Office
(518) 828-7334

**560 WARREN STREET
HUDSON, NEW YORK 12534**

www.columbiacountyny.com

Filing Requirements Subdivision Maps



Holly C. Tanner, County Clerk

Paul J. Keeler, Jr., County Treasurer

Suzette M. Booy, Real Property Director

www.columbiacountyny.com

General Requirements

To file a subdivision map, you must visit three offices in this order:

1. COUNTY CLERK

- ❖ Two (2) **ORIGINAL** Maps
- ❖ Minimum size: 8 ½" x 11"
- ❖ Maximum size: 34" x 44"
- ❖ No Color
- ❖ The name of the subdivision and the ORIGINAL signature and seal of the surveyor must appear on both maps.
- ❖ Planning Board Approval must appear on both maps. Maps must be filed within 62 days of the date of approval for all Towns *except* Livingston. In Livingston, maps must be filed within 90 days of the date of approval. All signatures must be original. No copies of signatures are acceptable.

2. REAL PROPERTY

- ❖ Maps presented to the Real Property Office must have the County Clerk's stamp affixed to the back of each one.
- ❖ Certification Fee is based on the number of lots in the subdivision, whether it is an original, alteration, abandonment or condominium map.
 - ❖ No Fee required if subdivision map does not necessitate a change upon a tax map.
 - One (1) - three (3) lots \$25
 - Four (4) – nine (9) lots \$50
 - Ten or more lots \$100
- ❖ Certification Fee is payable to Columbia County Treasurer.

PLEASE NOTE: Tax map numbers are not officially released by Real Property until Taxable Status Date—March 1st. Numbers may not be assigned prior to that date. Real Property can't guarantee that tax map numbers on newly created parcels will be available for town building permit or certificate of occupancy purposes.

3. COUNTY TREASURER

- ❖ Maps presented to the County Treasurer must have the County Clerk's stamp affixed to the back of each one & the Certification from Real Property.
- ❖ ALL taxes must be PAID IN FULL. PAID tax receipts must be presented to the County Treasurer's Office for the current year.

4. COUNTY CLERK

- ❖ Maps presented back to the County Clerk must have the County Clerk's stamp affixed to the back of each one, the Certification from Real Property AND the Certification from the County Treasurer in order to be filed.
 - ❖ \$10 Filing fee payable to the Columbia County Clerk.
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