

ENYSLS

County Information Listing

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ALBANY COUNTY

County Seat - Albany
Area Code 518

County Clerk Records Office: 487-5100
addr: County Court House Rm. 128, Albany, NY 12207
copies - ENYSLS copier - see Sal Santo

else \$0.50 ea., don't expect them right away!

map filing: acceptable sizes: 8 1/2 x 11 embossed,
17 x 22 1 cloth &
22 x 34 1 mylar
34 x 44 \$10 fee

Real Property Director: 447-7050
Office in Court House: 487-5350
Department of Public Works: 765-2786
addr: Rte 85a, POB 460, Voorheesville, NY 12186
(call Colleen Regan before going to Engineering Office for
Highway taking maps)
City of Albany: Engineering Dep't: 434-5143 (Mr. Mall for
monuments)

ALLEGANY COUNTY

County Seat - Belmont
Area Code 716

County Clerk Records Office: 268-9270
addr: Court House, Belmont, NY 14813
map filing: per Real Property Law Sec 334
8 1/2 x 11 min, 34 x 44 max
pen and ink on tracing cloth or printed on mylar
per Education Law Sec 7209-1 seal and signature

Real Property Director: 268-9381
Department of Public Works: 268-9230
addr: County Office Bldg., Rm 210, Belmont, NY 12813

BROOME COUNTY

County Seat - Binghamton
Area Code 716

County Clerk Records Office: 778-2451
addr: POB 2062, Binghamton, NY 13902
copies - \$0.25 ea. coin operated copiers
map filing: per Real Property Law Sec 334
8 1/2 x 11 min, 34 x 44 max
pen and ink on tracing cloth or printed on mylar
per Education Law Sec 7209-1: seal and signature

Real Property Director: 778-2124

CATTARAUGUS COUNTY

County Seat - Little Valley
Area Code 716

County Clerk Records Office: 938-9111 ext. 297
addr: County Center, 303 Court Street, Little Valley NY 14755
Real Property Director: 938-9111 ext. 322
Department of Public Works: 938-9122
addr: 214 Main St., Little Valley, NY 14755

CAYUGA COUNTY

County Seat - Auburn
Area Code 315

County Clerk Records Office: 253-1271

addr: 160 Genesee St., POB 616, Auburn, NY 13021

Real Property Director: 253-1270

County Highway Dept.: 253-1513

addr: 91 York St., Auburn, NY 13021

CHAUTAUQUA COUNTY

County Seat - Mayville
Area Code 716

County Clerk Records Office: 753-4331

addr: POB 170, Mayville, NY 14757

map filing: paper copy of original with surveyors seal
\$5 filing fee, no other special requirements

Real Property Director: 753-4283

Department of Public Works: 665-6610

addr: 454 North Work St., Falconer, NY 14733

CHEMUNG COUNTY

County Seat - Elmira
Area Code 607

County Clerk Records Office: 737-2984, 737-2920

addr: 210 Lake St., POB 588, Elmira, NY 14902

map filing: original mylar or linen with 2 paper copies (for real
property and local assessor)
20 x 30 max size

Subdivision maps: Must have attached, signed and sealed, a
certificate of the L.S. showing the date of the
completion of the survey by the land surveyor, the
date of the making of the map and the name of the
subdivision as stated by the owner. Every such map
of subdivided land, whether intended as an original
subdivision or as alteration of a prior subdivision
shall have endorsed thereon or annexed thereto at the
time such map is offered to be filed, a certificate
of the County Treasurer or of an abstract and title
company a Certificate of the tax collecting officer
of any county, city, town or village wherein such
property or any part thereof is situate, stating that
all taxes levied and unpaid and in addition, all
taxes which are a lien prior to the time such
original or subsequent map is offered to be filed,
whether assessed against the entire tract of land or
any lot or other part of such land, have been paid,
and the County Clerk shall not file any such map
without such endorsement or certificates.

Real Property Director: 737-2988

Department of Public Works: 739-3896

addr: 803 Chemung St., Horseheads, NY 14845

CHENANGO COUNTY
County Seat - Norwich
Area Code 607

County Clerk Records Office: 335-4574
addr: Chenango County Office Bldg., 5 Court St.,
Norwich, NY 13815

map filing: Prefer paper maps, but will accept cloth or mylar the
Tax Map dept will also require a copy of the map. Maps
must be signed and sealed by the surveyor.
Subdivisions: 5 or more lots, 5 or less acres Health
Dept approval.

Tax certifications required as follows: Towns with
filed planning board regulations- tax certification
will be required only for subdivisions with the number
of lots specified. If no specified number of lots, 2
or more lots require the certification. Planning board
approval is also required on the map for those towns
with filed regulations.

Town of Bainbridge - 5 or more parcels
Town of Columbus - 4 or more parcels
Village of Greene
Town of Greene - 3 or more lots and any division of land creating
a parcel of 5 acres or less or any division
which creates a road.
Town of Lincklaen - 3 or more parcels
Village of New Berlin - 3 or more lots
Town of New Berlin
Village of Oxford
Town of Oxford - 3 parcels or more
Town of Pitcher
Town of Sherburne - more than 5 parcels
Town of Smithville

Tax Certification is issued by Real Property Tax Service Dept.
Required before certification is a copy of a 10 year tax search,
copy of Tax Map, copy of paid receipts for all taxes not included on
search, and must see subdivision map.

Real Property Director: 335-4583
County Highway Dept.: 335-4610
addr: 79 Rexford St., Norwich, NY 13815

CLINTON COUNTY
County Seat - Plattsburgh
Area Code 518

County Clerk Records Office: 565-4700
addr: 137 Margaret St., Plattsburgh, NY 12901
copies - \$1 ea. best if can leave list & pick up later!
map filing: acceptable sizes: 20 x 20
20 x 40

Real Property Director: 565-4766
County Highway Dept.: 565-4626
addr: RD #1, Box 366, Plattsburgh, NY 12901

COLUMBIA COUNTY

County Seat - Hudson

Area Code 518

County Clerk Records Office: 828-3339

addr: Court House, Hudson, NY 12534

copies - \$0.25 coin operated copier

map filing: 8 1/2 x 14 min., 34 x 44 max. 2 embossed paper,
\$10 fee

if a subdivision, town planning board approval and
approval of County Treasurer

Real Property Director: 828-7334

Tax map copies printed only once a week on Friday

CORTLAND COUNTY

County Seat - Cortland

Area Code 607

County Clerk Records Office: 753-5021

addr: Court House, POB 5590, Cortland, NY 13045

map filing: original ink on linen or tracing cloth, or copies
made by an Ozalid machine on linen, tracing cloth or
mylar

8 1/2 x 11 min, 34 x 44 max, \$10 fee
per Real Property Law Sec 334

Tax search certificate from Co. Treasurer or an
abstract and title company, and except from June 1st
to Dec. 31st, certificate from tax collecting officer
from any city, town or village in which the property
is located showing all taxes paid. Contact town for
additional requirements, if applicable

Real Property Director: 753-5040

County Highway Dept.: 753-9377

addr: POB 5590, Cortland, NY 13045

DELAWARE COUNTY

County Seat - Delhi

Area Code 607

County Clerk Records Office: 746-2123

addr: POB 426, Delhi, NY 13753

map filing: Subdivision maps- stamp of approval, or acceptance
for filing of local planning board where subdivision
regulations are in effect (as of July 91, all towns
except Davenport, Deposit and Masonville), if the
plat is not a part of any division of land then the
following note is required:

"This map does not constitute a subdivision as
defined by the Town of ___ subdivision
regulations."

8 1/2 x 11 min, 34 x 44 max, linen or mylar, a paper
copy for transmittal to real property. The recording
officer may reject or refuse any map or plat that is
unclear, crowded and not suitable for photocopying.
Surveyors certificate showing date of completion of
survey and making of map, the name of subdivision and

the original signature of surveyor must appear on the map with stamp or seal.

Tax certificate showing all taxes paid from the County Treasurer or Abstract & Title Co. and certificate of the tax collecting unit of any city, town, village and school district where the ppty is situated.

Real Property Director: 746-3747
County Highway Dept.: 746-2128
addr: Page Ave., POB 311, Delhi, NY 13753

DUTCHESS COUNTY

County Seat - Poughkeepsie
Area Code 914

County Clerk Records Office: 431-2120
addr: 1st Floor Co. Office Bldg., 22 Market Street,
Poughkeepsie, NY 12601
copies: \$0.25 coin op or vendor card
map filing: 36 x 48 max, \$10 filing fee per sheet
Checklist for filing maps available from county clerk's office

All signatures must be original, multi-page maps, all pages signed and filed, no sticky backs, usual requirements of Real Property Law secs 333a & 334. Planning board stamp, except if map is of one lot or private property or farm land which is being filed for protection of owner only-stamp valid for 60 days. Health department stamp when map shows 5 or more lots of 5 acres or less, or on map of 2, 3 or 4 lots and showing sewage and water proposals, valid for 1 year. Per Sanitary Code, Dutchess Co. Health Dept, Chap 2 - 1964/1675 Any subdivision must have Dutchess County Health Dept stamp or "sign-off" Revisions of previously filed map must make reference to previous map number, and is not exempt from certificate as to taxes

Real Property Director: 431-2140
Department of Public Works: 471-0700
addr: 38 Dutchess Tpk., POB 3207, Poughkeepsie, NY 12603

ERIE COUNTY

County Seat - Erie
Area Code 716

County Clerk Records Office: 858-8865
addr: 25 Delaware Ave., Buffalo, NY 14202
map filing: 8 1/2 x 11 min, 34 x 44 max \$10 fee
Tax declaration required from County Treasurer or Title Company that taxes are paid.
printed on Linen or Canvas, must have copy for Real Property
Usual approvals, Town, city etc, Health Dept for subdivisions.

Real Property Director: 858-6338
Department of Public Works: 846-8363
addr: 95 Franklin St., Buffalo, NY 14202

ESSEX COUNTY

County Seat - Elizabethtown

Area Code 518

County Clerk Records Office: 873-6301, ext. 282 & 285

addr: Gov't. Center, Court House, Elizabethtown, NY 12932

copies - \$1 ea. made generally right away

map filing: 20 x 20 min, 36 x 48 max, cloth or mylar with a paper copy.

Local planning board approval, etc for subdivison.

Real Property Director: 873-6301 ext. 292

County Highway Dept.: 873-6326

addr: Star Rte. - Box 327, Elizabethtown, NY 12932

FRANKLIN COUNTY

County Seat - Malone

Area Code 518

County Clerk Records Office: 483-6767 ext. 681

addr: 63 W. Main St., Malone, NY 12953

copies: \$0.50, they make usually right away, can leave list

map filing: 8 1/2 x 11 min, 34 x 44 max

linen, mylar acceptable, plus 1 paper copy for map department. Town of Harrietstown requires a planning board approval certification, which must be presented at the time of filing.

All subdivision maps must have a tax certification attached. filing fee \$10

Real Property Director: 483-6767 ext. 501

County Highway Dept.: 483-1140

addr: Constable Street Rd., RD #2, Box 79, Malone, NY 12953

FULTON COUNTY

County Seat - Johnstown

Area Code 518

County Clerk Records Office: 762-0555

addr: County Bldg, POB 485, Johnstown, NY 12095

copies - public copier, honor system - \$0.50 ea.

map filing: any size up to 20 x 40 - \$10 fee

larger than 20 x 40 - \$20 fee

paper, mylar, cloth etc acceptable

Subdivisions must be approved by Health Dept, and any subdivision which divides any parcel of land into two or more lots must have the stamp of the Town Board or Planning dept.

Real Property Director: 762-0510

County Highway Dept.: 762-7120

addr: POB 127, Johnstown, NY 12095

GENESEE COUNTY

County Seat - Batavia

Area Code 716

County Clerk Records Office: 344-2550 ext. 242

addr: County Building No. 1, Main & Court Streets,

P.O. Box 379, Batavia, NY 14021

map filing: maps should be in multiples of 8 1/2 x 11
Must be drawn on mylar paper (a good ink suggested as
some ink sticks to the vinyl file folders and lifts
off). Genesee County Tax Search from Treasurer's
Office must be attached (phone 344-2550 ext. 211 to
order)

Surveyors certification
Planning board approval
Health department approval required in certain
circumstances- please call their office 344-2580
\$10 fee

Real Property Director: 344-2550
County Highway Dept.: 344-2550 ext. 276
addr: 153 Cedar St., Batavia, NY 14020

GREENE COUNTY
County Seat - Catskill
Area Code - 518

County Clerk Records Office: 943-2050
addr: Court House, Box 446, Catskill, NY 12414
copies - \$0.25 coin operated copier
map filing: 12 x 18 min., 24 x 36 max - \$10 fee
1 mylar and 2 paper copies

Subdivisions: must contain or have attached a surveyors
certificate showing date survey completed, date map
made and name of subdivision. Town or Village
planning board final approval endorsed on the map
and signed by the duly authorized officer of the
planning board. Health dept approval if 5 or more
lots of 5 or less acres. Map must be filed within 60
days of Town or 90 days of Village planning board
approval.

Real Property Director: 943-6977
Highway Dept.: 943-4600
addr: 3rd Ave., POB 485, Catskill, NY 12414

HAMILTON COUNTY
County Seat - Lake Pleasant
Area Code 518

County Clerk Records Office: 548-7111
addr: Lake Pleasant, NY 12108-0204
Real Property Director: 548-5531
County Highway Dept.: 548-7141
addr: Route 8, Lake Pleasant, NY 12108

HERKIMER COUNTY
County Seat - Herkimer
Area Code 315

County Clerk Records Office: 867-1134
addr: 109-111 Mary St., POB 111, Herkimer, NY 13350
Real Property Director: 867-1153
County Highway Dept.: 867-1191
addr: 3rd Ave., POB 167, Herkimer, NY 13350

JEFFERSON COUNTY

County Seat - Watertown

Area Code 315

County Clerk Records Office: 785-3081

addr: County Bldg., 175 Arsenal St., Watertown, NY 13601

copies - \$1 made generally right away

Real Property Director: 785-3119

LEWIS COUNTY

County Seat - Lowville

Area Code 315

County Clerk Records Office: 376-5333

addr: County Bldg., 7660 State St., Lowville, NY 13367-1396

map filing: 8 1/2 x 12 min, 10 x 12 max- may be folded

May be mylar or paper, but not cloth, one copy must
be stamped with surveyors seal or may be embossed,
must be an original

Real Property Director: 376-5336

County Highway Dept.: 376-3563

addr: Court House, State St., Lowville, NY 13367

LIVINGSTON COUNTY

County Seat - Geneseo

Area Code 716

County Clerk Records Office: 243-2500 ext. 20

addr: Court House, Geneseo, NY 14454

Real Property Director: 243-2500

County Highway Dept.: 346-3520

addr: Conesus, NY 14435

MADISON COUNTY

County Seat - Wampsville

Area Code 315

County Clerk Records Office: 366-2261

addr: POB 668, Wampsville, NY 13163

map filing: 8 1/2 x 11 min, no max

Cloth or mylar, 1 copy with seal

Tax statement required

Subdivision: Town planning board and Co. Board of Health
approval required.

Real Property Director: 366-2349

County Highway Dept.: 366-2221

addr: POB 15, Wampsville, NY 13163

MONROE COUNTY

County Seat - Rochester

Area Code 716

County Clerk Records Office: 428-5151

addr: 39 West Main St., Rm. 101, Rochester, NY 14614

copies - \$1, and not too speedy, also double check if from
microfilms, may not be the right deeds either

map filing: acceptable sizes: 17 x 22 tax declaration req'd
22 x 34 mylar \$10 fee

34 x 44

Subdivision maps only accepted for filing

Survey maps may be filed if on 8 1/2 x 14 in deed books

Real Property Director: 428-5126

Available in this office is a checklist for subdivision maps.

Surveyors Office: 274-7694 - Bob Prescott

274-7693 - Richard Kellar (best if call day ahead
for monument information)

If you have questions about "Licensed Surveyors' filing
practices", which you will if you've never filed in Monroe Co.
before, it is important to call Surveyors office for info.

County Physical Services: 461-3160

addr: 350 E. Henrietta Rd., Rochester, NY 14620

MONTGOMERY COUNTY

County Seat - Fonda

Area Code 518

County Clerk Records Office: 853-8111

addr: County Office Bldg., P.O.Box 1500, Fonda, NY 12068

copies - \$0.25 ea., can make yourself, if ask

map filing: Linen or mylar preferred, \$10 fee

Per Real Property Law Sec 334: 8 1/2 x 11 min, 34 x 44 max

Per Education Law Sec 7209-1: seal and signature

Real Property Director: 853-3431

addr: County Office Bldg. Annex, Fonda, NY 12068 - closes at 3:30

County Dept. of Public Works: 853-3814

addr: Park St., Fonda, NY 12068

NASSAU COUNTY

County Seat - Mineola

Area Code 516

County Clerk Records Office: 535-2663

addr: County Office Bldg., 240 Old Country Rd., Mineola, NY 11501

map filing: per correspondence dated July 1, 1991 -

"We do not file survey maps in the County Clerk's
Office", it is conceivable that Nassau is a part of
the City Register?

Real Property Director: 222-0978

County Dept. of Public Works: 535-4037

addr: 1 West St., Rm 309, Mineola, NY 11501

NEW YORK CITY

County Clerk Recording Offices:

BRONX COUNTY - (212) 590-3646

addr: 851 Grand Concourse, Bronx, NY 10451

KINGS COUNTY - (718) 643-7037

addr: 360 Adams St., Rm 190, Brooklyn, NY 11201

NEW YORK COUNTY - (212) 374-8357

addr: 60 Centre St., New York, NY 10007

Real Property Director: 566-3728

QUEENS COUNTY - (718) 520-3137

addr: 88-11 Sutphin Blvd., Jamaica, NY 11435

Real Property Director: 658-4604

RICHMOND COUNTY - (718) 390-5393

addr: County Courthouse, 18 Richmond Terrace,
Staten Island, NY 10301

New York City Register: (212) 566-3728
addr: 31 Chambers St., Room #201, New York, NY 10007

NIAGARA COUNTY

County Seat - Lockport
Area Code 716

County Clerk Records Office: 439-6100

addr: P.O. Box 461, Lockport, NY 14095

map filing: Original map, linen or mylar & 1 paper copy

Subdivisions must include: Surveyors signature and certification,
i.e. "Pursuant to Chapter 605 of the laws of 1985, I
certify that this Subdivision Map was prepared under my
direction and the outbounds survey of the premises
contained within said subdivision was prepared under my
direction and is shown on my map dated: <date> [and
amended <date>]. <signature>. Planning board stamp and
signature, tax certificate showing taxes have been paid
(The cost of this is \$5 and should be obtained from the
County Treasurer - 439-6144, you will need the S-B-L of
the original parcel) and Health Dept stamp and signature
for property in the towns.

Filing fee: \$10

Real Property Director: 439-6111

ONEIDA COUNTY

County Seat - Utica
Area Code 315

County Clerk Records Office: 798-5775

addr: 800 Park Avenue, Utica, NY 13501

map filing: 8 1/2 x 11, 11 x 17, 17 x 22, 22 x 34, 24 x 36 or
34 x 44 - \$10 fee

All maps presented for filing in the County Clerk Plat
cabinets must be printed or drawn on tracing cloth or
polyester film with pen and India Ink or be photographic
copies on same medias, may have either embossed or
stamped seal by surveyor. One paper copy is required
for transmittal to Tax Map dept and if a subdivision
another paper copy to Town or Village Clerk where
property is located. Must have certificate of surveyor
showing date of completion and making of the map by said
land surveyor, and the name of the subdivision if a
subdivision map.

Subdivisions require Town or Village planning board
final approval, and be signed by the duly authorized
officer of the planning board. Must have NY State Dept
of Health approval, endorsed on the map if 5 or more
parcels of 5 or less acres. Must be filed within 60
days of Town approval, 90 days of Village approval.
Must have endorsed thereon or annexed thereto
certificate of the County Treasurer or of an abstract
and title company and of all tax collecting officers
stating that all taxes on the property have been paid.

County Dept. of Public Works: 736-3071

addr: Oriskany, NY 13424-0400

ONONDAGA COUNTY

County Seat - Onondaga
Area Code 315

County Clerk Records Office: 435-2226

addr: 401 Montgomery St., Rm 200, Court House, Syracuse, NY 13202

map filing: Subdivision maps: 34 x 44 max, \$10 fee

Must be printed on linen or canvas backed paper, or drawn with pen and India Ink on tracing cloth. Must have S-B-L identifier. All signatures must be in India ink. Surveyors certificate must be annexed thereto: "We (or I) hereby certify that this subdivision plat was prepared by us (or me) and was made from an actual survey completed by us (or me) on <date>" followed by the surveyor's signature and license number. Must have City-County Health Dept approval (VanDuyn Bldg). Must be accompanied by a letter on street duplication from the City-County Planning (11th floor Civic Center), and by a letter on three mile limit if outside City, also from City-County Planning. Signature of the Secretary of City Planning Commission required for the subdivision, re-subdivision or lot alteration or plat within the city or the three mile limit. Must be approved by the Mayor if within the Village, or by the Supervisor or Chairman of the Planning Board if located in a town. Must have annexed thereto a certificate by the Commissioner of Finance or by an Abstract and Title Co stating that all taxes have been paid. Must be clear and legible for reproduction and approved by the Photostat Dept in the County Clerk's Office.

Real Property Director: 435-2426

County Highway Division: 425-3205

addr: 421 Montgomery St., Syracuse, NY 13202

ONTARIO COUNTY

County Seat - Canandaigua
Area Code 716

County Clerk Records Office: 396-4200

addr: 25 Pleasant St., Canandaigua, NY 14424

Real Property Director: 396-4382

County Highway Dept.: 394-8347

addr: 3907 County Rd. 46, Canandaigua, NY 14424

ORANGE COUNTY

County Seat - Goshen
Area Code 914

County Clerk Records Office: 294-5151, ext 1192

addr: 255 Main St., Goshen, NY 10924

copies: \$0.25 coin op or vendor card

map filing: Subdivision maps: division or separation of any land into 2 or more parcels for sale or rent as residential lots or plots. Must be printed upon mylar, linen or canvas backed paper, or drawn with pen and India ink upon tracing cloth and must show

the S-B-L of the parent parcel and the name(s) as they appear on the last extended county and town tax roll. Must be in duplicate and a paper copy for the Tax map dept. A duplicate copy to be filed with the city, town or village where the property is situated. 8 1/2 x 11 min., 34 x 44 max. Certification by land surveyor showing the date of completion of the survey and or the making of the map, stamped with the seal of the surveyor and signed on the original map (P.E. may sign if licensed prior to 1971 and meets conditions in Education Law Sec 7208 (M)). Each subdivision plat to show proposed sewerage and water facilities for each lot and engineers certification of design of same (L.S. may sign if licensed prior to 1971 and meets requirements in Education Law Sec 7208 (n)). Certification to read "The proposed sewage disposal system(s) and water supply system(s) shown are designed in accordance with the standards and requirements established by the New York State Department of Health and the New York State Department of Environmental Conservation for residential lots. The design(s) are based upon actual soil and site conditions found upon the lot(s) at the design location at the time of the design." Orange County Dept of Health approval required if any map contains 5 or more residential lots (i.e. 5 acres or less) and there is independent evidence that the fifth residential lot is being sold, rented or offered for sale within a 3 yr. period. Must have Town or Village Planning Board approval, or City Planning Board or City Council final approval (whichever is applicable) dated within 60 days for Town, 90 days for Village or City. Tax certificate must be endorsed thereon or annexed thereto from the Commissioner of Finance or of an abstract and title company, AND a certificate of the tax collecting officer of any county, city, town, village and school district wherein the property, or any part is situate, stating that all taxes and leins have been paid.

\$10 filing fee per page

Any subdivision map which is submitted as a commercial subdivision or represents plots which will be serviced by municipal water and sewerage must contain a legend on the face of the map which states its intended purpose e.g. "Not intended for residential use", "Land (to be) serviced by municipal water and sewerage", etc.

Real Property Director: 294-5151, ext 1445
County Dept. of Public Works: 294-7951
addr: Rte. 17M, POB 509, Goshen, NY 10924

ORLEANS COUNTY

County Seat - Albion
Area Code 716

County Clerk Records Office: 589-5334
addr: Court House Square, Main St., Albion, NY 14411

map filing: 8 1/2 x 14 min, 1 paper,
1 mylar embossed or stamped.
All maps must be originals, no copies accepted.
Subdivision maps require Health dept approval.

Real Property Director: 589-5400
County Highway Dept.: 589-6145
addr: 222 West Academy St., Albion, NY 14411

OSWEGO COUNTY
County Seat - Oswego
Area Code 315

County Clerk Records Office: 349-8385
addr: County Office Bldg., 46 East Bridge St.,
Oswego, NY 13126
Real Property Director: 349-8315
County Dept. of Public Works: 349-8330
addr: 46 East Bridge St., Oswego, NY 13126

OTSEGO COUNTY
County Seat - Cooperstown
Area Code 607

County Clerk Records Office: 547-4276
addr: 197 Main St., POB 710, Cooperstown, NY 13326
map filing: 8 1/2 x 14 min., 30 x 42 max mylar \$10.00 fee
Subdivision Maps: If there is a Town Planning Board, the mylar
map must be signed by someone on the Planning
Board. There should be a Ten Year Tax Search
from the County Treasurers Office. During the
months when the rolls are at the collectors, a
collectors affidavit is required: Jan to Apr-
roll to local town tax collector; May- just the
10 year search; June to Aug- 10 year search
unless in the Village and village tax due, then
village collectors affidavit; Sept and Oct (or
until warrant expires)- school tax collector has
school tax rolls; Oct and Nov- City of Oneonta
School tax roll out to collector; Dec- just
County Treasurer's search.
No other special requirements

Real Property Director: 547-4220

PUTNAM COUNTY
County Seat - Carmel
Area Code 914

County Clerk Records Office: 225-3641
addr: Two County Center, Carmel, NY 10512
map filing: 20 x 20 min, 36 x 48 max
Real Property Director: 225-3641
County Highway Dept.: 878-6331
addr: RR#9 - Box 331, Fair St., Rm 112, Carmel, NY 10512

RENSSELAER COUNTY
County Seat - Troy
Area Code 518

County Clerk Records Office: 270-4080
addr: County Court House, Congress & 2nd Streets,
Troy, NY 12180

copies - \$0.25 coin operated copier
map filing: any size up to 30 x 42 max.
1 cloth, 1 paper, and 1 mylar
Surveyor's stamp and signature
Health Department Stamp
Planning Board's Stamp
Rensselaer County Bureau of Finance's tax record form
Rensselaer County Clerk's office time stamp.

Real Property Director: 270-2779
addr: 1600 7th Ave, Troy, NY 12180

County Highway Dept.: 270-5496
addr: 124 Bloomingrove Dr., Troy, NY 12180

ROCKLAND COUNTY

County Seat - New City
Area Code 914

County Clerk Records Office: 638-5070
addr: 27 New Hempstead Rd., New City, NY 10956
copies - \$0.25 coin operated copiers
map filing: 8 1/2 x 11 min (prefer larger), 34 x44 max
Permanent ink on Linen or Mylar

Per State Law: Whenever a paper or document presented to a County Clerk for filing or recording is not legible or otherwise suitable for copying or recording by the photocopying process, the County Clerk may require a legible or suitable copy thereof along with such paper or document and the same fees shall be payable for the copy as are payable for the paper or document. (This county has excellent records, so presumably this edict is strictly enforced.)

Subdivision maps: Planning board signature within 60 days.
Actual surveyors seal or stamp, not reproduction and certification: "We (or I) hereby certify that this subdivision plat was prepared by us (or me) and was made from an actual survey completed by us (or me) on <date>." followed by original signature and license number. Owner must sign except in Orangetown and Stony Point.

Conflict Clause: "This plat does not conflict with County Official Map, and has been approved in the manner specified in Section 239K of the General Municipal Law when applicable". More than 4 lots must be approved by the Health Dept. Letter from the County Commissioner of Finance and Receiver of Taxes of Town or Village.

Real Property Director: 638-5139
Best if can call ahead for tax maps, etc. as most towns have tax maps and ownership information at their assessors offices. Real Property, if they do not have the records should know where to obtain maps and information. They have the new Stony Point maps and records, possibly other towns?

County Highway Dept.: 638-5060
addr: County Highway Bldg., New City, NY 10956
(next door to clerk's office)

ST. LAWRENCE COUNTY
County Seat - Canton
Area Code 315

County Clerk Records Office: 378-2237
addr: Courthouse, Court St., Canton, NY 13617

~~copies: \$0.25 honor system~~

map filing: 1 mylar, 1 paper copy, \$10 fee
Per Public Health Law, Art II, Title II, Secs
1115-1118: all subdivisions of 5 or more lots of 5
or less acres must have the endorsement of the NYS
Dept of Health. All subdivisions must have
certificate from Tax Collector or the County
Treasurer that all taxes are paid. They also must
have certification from the planning board (if the
Town has one), that they have approved it. All
subdivision maps also must have the stamp of the
surveyor affixed.

A deed should not be recorded if it says in the deed
that a map is to be recorded with it, unless it is
with it.

Per Real Property Law Sec 334: 8 1/2 x 11 min,
34 x 44 max

Real Property Director: 379-2272
County Highway Dept.: 379-2315
addr: 44 Park St., Co. Mail Rm., Canton, NY 13617

SARATOGA COUNTY
County Seat - Ballston Spa
Area Code 518

County Clerk Records Office: 885-2213 ext 420
addr: 40 McMaster St., Ballston Spa, NY 12020

copies - \$0.25 coin operated copiers

map filing: 8 1/2 x 14 min, 30 x 42 max, \$10 fee

All maps must be printed or drawn with pen and India
ink upon transparent tracing cloth or polyester film,
or be photographic copies on same. Each seal and
signature endorsed thereon shall be original. In no
case shall copies thereof and or stamps be
acceptable. Must have certification thereon or
attached thereto stating the date of the completion
of the field survey and the date of the making of the
subject map by the licensed land surveyor, and the
name of the subdivision, if any.

Must have City, Town or Village planning board final
approval on the map and be signed by a duly
authorized officer of the planning board. Must be
filed within 60 days of approval in Towns, 90 days in
City or Village. Must have NYS Dept of Health
approval endorsed on the map if the subdivision
consists of five or more parcels which are five acres
or less. Must have endorsed thereon or affixed
thereto a certificate of the County Treasurer, City
Commissioner of Finance, School Tax Collector,
Village Tax Collector or of an abstract and title
company or attorney stating that all taxes, tax liens
and or any special benefit assessments affecting the

subject property have been paid.
Real Property Director: 885-2219
County Dept. of Public Works: 885-5381, ext. 235
addr: County Municipal Center, Ballston Spa, NY 12020

SCHENECTADY COUNTY

County Seat - Schenectady

~~Area Code 518~~

County Clerk Records Office: 382-3220
addr: 620 State St., Schenectady, NY 12305
copies - \$0.50 from clerk, Vendor cards available
map filing: 8 1/2 x 11 min, 34 x 44 max,
1 embossed mylar \$10 fee

Real Property Director: 382-3266
maps - "pictures" \$2, full map \$5, made right away
Engineering and Public Works: 356-5340
addr: 80 Keller Ave., Schenectady, NY 12306

SCHOHARIE COUNTY

County Seat - Schoharie

Area Code 518

County Clerk Records Office: 295-8316
addr: P.O. Box 549, Schoharie, NY 12157
copies: \$0.25 honor system
Map copies - \$5 full page, \$2.50 half page
map filing: Subdivision maps: 8 1/2 x 11 min, 34 x 44 max
linen or mylar map and 1 paper copy. Surveyor's
certificate showing date of completion of survey and
making of the map, the name of the subdivision and
the original signature of the surveyor, and stamp or
seal must appear on the map. In every community
where subdivision regulations are in effect, a map or
plat submitted for filing must show either:

- a. A stamp or approval by the local planning
board and endorsed, or
- b. A stamp of acceptance for filing by the
local planning board and endorsed, or
- c. In the event the plat to be filed is not
part of any division of land and, in fact,
is simply a survey of an existing parcel of
record, the following note shall be added
by the surveyor to the plat: "This map
does not constitute a subdivision as
defined by the Town of <Town> Subdivision
Regulations."

The recording officer may reject or refuse to record
any map or plat that is unclear, crowded and not
suitable for photocopying. Tax certification
periods for filing maps -

County:	Jan 1 to May 31- Cert from Town Tax Collector
	Jun 1 to Dec 31- Cert from County Treasurer
Town:	Jan 1 to May 31- Cert from Town Tax Collector
	Jun 1 to Dec 31- Cert from County Treasurer
Village:	Jun 1 to Oct 31- Cert from Village Tax Collector
School:	Sep 1 to Oct 31- Cert from School Tax Collector
	Nov 1 to Nov 30- Cert from County Treasurer

County, Town,

School: Prior Years- Cert from County Treasurer

On ALL maps at ALL times: Cert from Real Property Tax

All certificates (County Treasurer and/or tax collecting unit of any city, town, village and school district must certify that all taxes are paid.

Real Property Director: 295-8332

County Dept. of Public Works: 295-7102

addr: North Main St., POB 249, Schoharie, NY 12157

SCHUYLER COUNTY

County Seat - Watkins Glen

Area Code 607

County Clerk Records Office: 535-2132

addr: 105 Ninth St., POB 9, Watkins Glen, NY 14891

map filing: 8 1/2 x 14 min, prefer no larger than 20 x 30-35
prefer canvas, but paper or mylar acceptable prefer
surveyor's certification on map rather than attached
sheet, must have original seal, either embossed or
stamped and original signature.

Real Property Director: 535-6522

County Highway Dept.: 535-2531

addr: South Decatur St., Watkins Glen, NY 14891

SENECA COUNTY

County Seat - Waterloo

Area Code 315

County Clerk Records Office: 539-5655

addr: 1 DiPronio Dr., POB 310, Waterloo, NY 13165

Real Property Director: 539-5655

County Highway Dept.: 549-8454

addr: POB 6, Romulus, NY 14541

STEUBEN COUNTY

County Seat - Bath

Area Code 607

County Clerk Records Office: 776-9631 ext 2067/3204/3210

addr: 3 Pulteney Square, Bath, NY 14810

map filing: paper or cloth preferred, stamped or embossed with
original signature. File 2 if a subdivision (1 for
real property). No special size restrictions. Town
planning board approval and tax search required in
the following municipalities currently administrating
subdivision regulations: Towns of Bath, Campbell,
Caton, Corning, Erwin, Fremont, Hornby,
Hornellsville, Pulteney, and Urbana, Villages of
Avoca, Bath and North Hornell, and City of Hornell.

Real Property Director: 776-9631

County Highway Dept.: 776-3391

addr: 117 East Steuben St., Bath, NY 14810

SUFFOLK COUNTY

County Seat - Riverhead

Area Code 516

County Clerk Records Office: 548-3400

addr: County Center, Center Dr., Riverhead, NY 11901

map filing: Subdivision Maps:

Map and Map Name to be approved by Micrographics Dept. If map was previously submitted to map dept and rejected, approval slip must be updated by Micrographics Dept on date of filing. Health Dept Stamp, ~~dated within 6 mos. Total number of lots~~ approved by Health Dept must agree with number of lots shown on map (can be less, but not greater) Town or Village planning board (signature and date within 90 days, Town of Southold 60 days. State law provides for 60 days for towns and it would probably be prudent to adhere to that time frame)

Surveyors notation (signature, license number and date)

Key map- must be 1"=600'

North arrow on map

Lots and blocks must run in order. If extending subdivision from an earlier map, lots must begin where previous lots left off.

Concrete monuments set at street intersections, or compliance bond received and accepted by town. Tie line to existing street, on same side of street.

Owners name and Map name on map and map abstract must match exactly.

Copies needed: 1 mylar for Clerk, 1 for Town Planning Board (2 if Huntington or Brookhaven), 1 for Town Assessor, if incorporated village, 2 additional copies needed, if property registered in Torrens, 1 additional copy must be provided.

See list of Towns following for media requirements!

Must be 18 x 20 or 20 x 36

Map abstract- 20 year chain of title, cannot begin with a tax deed or an estate, if either condition exists must go back 20 years prior.

All taxes paid in full to date, both halves of current year, town and village.

Search requisition signed by title company officer to date.

If all or part of premises are registered property, area must be outlined in red and certificate number noted on map and shown in map abstract. Owners duplicate certificate of title and map must be presented to Torrens before filing.

Towns and localities, media requirements:

Babylon Town Assessor 957-3020, 3014 Mylar or paper

Babylon Town Plan Bd. 957-3009 paper

Brookhaven Assessor 451-6300 linen

Brookhaven Town Plan Bd. 451-6400 2 mylar or 1 mylar + 1 cloth

East Hampton Assessor 324-4187 prefer linen, else paper

East Hampton Plan Bd. 267-8433 2 paper

Huntington Town Assessor 351-3226 1 linen

Huntington Town Plan Bd. 351-3257 1 mylar and 1 cloth

Islip Town Assessor 224-5585 1 paper or cloth, no mylar

Islip Town Plan Div. 224-5450 1 mylar or linen

Riverhead Town Assessor 727-3200 ext 208 1 mylar

Riverhead Town Plan Bd. 727-3200 ext 212 1 paper
Shelter Island Plan Bd. 749-0175 1 paper or linen
Shelter Is. Town Assessor 749-1080 1 paper or linen
Smithtown Assessor 360-7560 1 paper or cloth
Smithtown Plan Bd. 360-7540 1 mylar
Southampton Assessor 283-6000 ext 227 1 paper or mylar
~~Southampton Plan Bd. 283-6000 ext 208 1 mylar~~
Amityville Assessor 264-6000
Babylon Village Clerk & Plan Bd. 1 paper, linen or mylar
Babylon Village Assessor 661-9233 1 paper, linen or
mylar
~~Bellport Village Plan Bd. 286-0327 prefer linen, 1 mylar~~
Bellport Village Assessor 286-0327 1 paper
East Hampton Village Plan Bd. 324-4150 2 linen
East Hampton Village Assessor 324-4150 see E Hampton
Plan Bd.
Village of Greenport Assessor 477-0248
Village of Greenport Plan Bd. 477-0248
Head of the Harbor Village Assessor 584-5550 1 mylar
Head of the Harbor Village Plan Bd. 584-5550 1 mylar
Islandia Village Clerk 384-1133 1 mylar and 1 linen
Lake Grove Inc. Village 585-2000 1 mylar and 1 linen
send assessor's and plan bd.'s to Village of Lake Grove
Lloyd Harbor Village Plan Bd. 423-9044 1 mylar and 2
paper send all to Village Clerk
Lloyd Harbor Village Assessor see Planning Bd.
Nissequoque Inc Village Assessor 862-7400 \ send
together
Nissequoque Inc Village Plan Board /
North Haven - send to Village Clerk 725-1378 1 mylar &
2 paper
note: North Haven has terminated its assessing unit,
assessing authority for North Haven is the
T/Southampton
Northport Village Assessor 261-7502 1 paper
Northport Village Plan Bd. 261-7502 1 linen
Old Field Inc Village Plan Bd. 941-9412+4131
Old Field Inc Village Assessor 941-9412
Poquott, Village of (T/Brkhvn) 1 mylar, 1 linen
Pt Jeff Inc Vill Assessor/Plan Bd. 473-4724
2 mylar, paper or linen
Quogue Village Plan Bd. 653-4498 1 paper, mail w/
assessor's
Quogue Village Assessor 653-4498 1 paper, mail w/ plan
bd.'s
Southampton Village Assessor 283-0247 1 paper, send w/
p bd's
Southampton Village Plan Bd. 283-0247 1 mylar, paper or
linen
Westhampton Beach Village 288-1654 1 linen or paper, 1
mylar
Sag Harbor Village Assessor 725-0222 1 mylar
Sag Harbor Village Plan Bd. 725-0222 1 paper

Real Property Director: 548-3150
County Dept. of Public Works: 924-4300
addr: Yaphank Ave., Yaphank, NY 11980

SULLIVAN COUNTY

County Seat - Monticello
Area Code 914

County Clerk Records Office: 794-3000 ext 5012

addr: County Gov't Center, 100 North St., Monticello, NY 12701

map filing: 8 1/2 x 11 min, 24 x 36 max, \$10 fee

~~Must be drawn with pen and India ink on transparent tracing cloth or polyester film or be photographic copies on same. 2 paper copies to be submitted for distribution to Tax Map Dept. and Town or Village Clerk where property is located.~~

~~Must have certificate of the licensed surveyor attached showing the date of the completion of the survey and making of the map, and the name of the subdivision.~~

Must have Town or Village planning board final approval endorsed on the map and be signed by the duly authorized officer of the planning board, and filed within 60 days of Town approval, 90 days of Village approval.

Must have NYS Dept of Health approval, endorsed on the map if the subdivision consists of 5 or more parcels which are 5 or less acres.

Must have endorsed thereon or annexed thereto a certificate of the County Treasurer or of an abstract and title company and of all tax collecting officers stating that all taxes on the property have been paid.

Real Property Director: 794-3000 ext 5020

County Dept. of Public Works: 794-3000 ext 120

addr: County Gov't Center, Monticello, NY 12701

TIOGA COUNTY

County Seat - Owego
Area Code 607

County Clerk Records Office: 687-3133

addr: 16 Court St., POB 307, Owego, NY 13827

map filing: 8 1/2 x 11 min, 34 x 44 max, \$10 fee

1 linen or mylar, 1 paper copy for Real Property Tax

Must have affidavit from Co Treasurer that no taxes are due on subdivision maps.

Must show sewer and water approval by Town and County

Real Property Director: 687-3134

County Highway Dept.: 687-0302, 687-1521

addr: POB 291, Owego, NY 13827

TOMPKINS COUNTY

County Seat - Ithaca
Area Code 607

County Clerk Records Office: 274-5431

addr: 320 N. Tioga St., Ithaca, NY 14850

copies - \$1, best if can plan on leaving a list

map filing: if the map is 8 1/2 x 11 or 8 1/2 x 14, it can be counted as a page if coming in with and instrument, recording fee \$3/page. If map is larger or coming in

by itself, \$10 filing fee
Filing: Shall be original ink drawn on linen or tracing cloth, or copies made by an Ozalid machine on linen, tracing cloth or mylar. Dry toner copies not accepted.

8 1/2 x 11 min, 34 x 44 max.

~~Original signature of Licensed surveyor and raised seal must be affixed to the map.~~

Map must contain title, scale, name of property owner, tax parcel number, date, location of property by Town, City or Village, and street and house number or any other identifying information.

A copy is to be submitted with original to be forwarded to Assessment Office.

If recording, Legal sized paper max, and must contain title, scale, etc as above, original signature not required.

Real Property Director: 274-5517

located in building behind clerks - see also that there are card listings in addition to the print outs, much better source of deed info.

County Highway Dept.: 273-4262

addr: Bostwick Rd., Ithaca, NY 14850

ULSTER COUNTY

County Seat - Kingston

Area Code 914

County Clerk Records Office: 331-9300

addr: 244 Fair St., POB 1800, Kingston, NY 12401

map filing: Subdivision maps: 8 1/2 x 11 min, 34 x 44 max printed on linen or mylar, 1 paper copy to be submitted with original for transmittal to Real Property.

Surveyor's certificate showing date of completion of survey and making of map, the name of the subdivision and the original signature of the surveyor must appear on the map.

Planning board approval must appear on the map, and filed within 60 days of approval. All signatures must be original, no copies of signatures are acceptable.

Certificate of the County Treasurer (331-9300) or an Abstract and Title Company, AND certificate of the tax collecting unit of any city, town, village and school district where the property is situated certifying that all taxes are paid.

Real Property Director: 331-9300

County Dept. of Public Works: 331-0186

addr: 66 Hurley Ave., Kingston, NY 12401

WARREN COUNTY

County Seat - Queensbury

Area Code 518

County Clerk Records Office: 761-6433

addr: Warren County Municipal Center, Lake George, NY 12845
(just off Northway Exit 20 on rte 9)

copies - \$1, be prepared to leave a list
map filing: 8 1/2 x 11 min, 22 x 34 max, \$10 fee
Mylar required, surveyor's original signature and
embossed seal on mylar, one paper copy to accompany
mylar, does not need seal.
Town approval needed if a subdivision, Health Dept
approval if 5 or more lots of less than 5 acres.
~~County Treasurer's signature required on all survey~~
maps that are subdivisions.

Real Property Director: 761-6467

WASHINGTON COUNTY

County Seat - Hudson Falls and Salem

Area Code 518

County Clerk Records Office: 747-3374

addr: Washington County Office Bldg., Upper Broadway,
Fort Edward, NY 12828

map filing: 8 1/2 x 11 min, 34 x 44 max, Mylar, \$10 filing fee
Subdivision maps required for any subdivision of real
property into lots, plots, blocks or sites, with or
without streets, for the purpose of offering such
lots, plots, blocks or sites for sale to the public,
etc.

Surveyor's certificate and tax search of the last 10
years required on any subdivision. Tax search may be
by Title Company and certification from Tax
Collector- Town, Village, County. In towns with
planning boards (Towns of Cambridge, Easton,
Greenwich, Kingsbury, Putnam and Whitehall have
planning boards which responded to a Washington Co.
Clerk's Office request) approval, in writing on the
map, of the planning board must appear on any
subdivision.

Real Property Director: 747-3370

County Highway Dept.: 747-3331

addr: Upper Broadway, Fort Edward, NY 12828

WAYNE COUNTY

County Seat - Lyons

Area Code 315

County Clerk Records Office: 946-5870

addr: 9 Pearl St., POB 608, Lyons, NY 14489

copies - \$1, usually right away

Real Property Director: 946-5916

County Highway Dept.: 946-4855

addr: 7227 Route 31, Lyons, NY 14489

WESTCHESTER COUNTY

County Seat - White Plains

Area Code 914

County Clerk Records Office: 285-3080

addr: 110 Grove St., White Plains, NY 10601

copies - \$0.25 coin operated copiers

map filing: 8 1/2 x 11 min, 36 x 48 max
\$10 per sheet filing fee.

Must be on linen or mylar transparency, must be clear, not crowded and must be reproducible. All signatures must be in black ink, all signatures and seals must be original. Nothing on the map is to be in pencil. Must have title and location, date map was drafted and location map. May not have paste ups, sticky backs. Must have on map the Tax

Designation Reference, must have on map the Block Number and Sheet number of the Westchester County Index System.

Subdivisions, re-subdivisions, amended subdivisions, lot line changes:

Certifications needed, signed originally:

Surveyor, original seal needed also Planning board, dated within 60 days Town, 90 days Vil or Cty Health Department Owner

Receiver of taxes, can be in letter form Title or Abstract Company, recent, within 45 days

Site (Location) Plans and Individual Surveys (not subdivision of Condo Property):

Certifications needed, signed originally:

Surveyor, original seal need also Owner

Real Property Director: 285-2625

WYOMING COUNTY

County Seat - Warsaw

Area Code 716

County Clerk Records Office: 786-8810

addr: 143 North Main St., POB 70, Warsaw, NY 14569

map filing: 8 1/2 x 11 min, 34 x 44 max, \$10 filing fee paper, mylar, 1 copy.

Lettering no smaller than elite type, all lines legible and of sufficient size for reading.

No other special requirements.

Real Property Director: 786-8828

County Highway Dept.: 756-2246

addr: POB 151, Warsaw, NY 14569

YATES COUNTY

County Seat - Penn Yan

Area Code 315

County Clerk Records Office: 536-4011

addr: 110 Court St., Penn Yan, NY 14527

Real Property Director: 536-2723

County Highway Dept.: 536-2336

addr: 939 Route 14A, Penn Yan, NY 14527

map filing: All maps larger than 18 x 24 must be printed on mylar, and must be accompanied by two paper copies.

No map larger than 36 x 48 will be accepted.

Must conform to all requirements provided for by statute.

