
Filing Requirements Subdivision Maps



John Zurlo, County Clerk
Kimberly Davis, County Treasurer
Martine Gonyo, Real Property Director

www.clintoncountygov.com

Effective February 2016

General Requirements:

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

1. TAX MAP CERTIFICATION

- City of Plattsburgh properties obtained thru City Assessor
- All others obtained thru County Real Property Office

2. TAX CERTIFICATION

- Maps presented to the County Treasurer must have the Certification from Real Property.
- All taxes must be PAID IN FULL (current and delinquent). Paid tax receipts must be presented to the County Treasurer's Office for the current year.
- Paid Tax Certification must be affixed to subdivision map. Fees may apply for the City of Plattsburgh properties contact City Chamberlain.

3. COUNTY CLERK

- Maps presented the County Clerk must have the Certification from Real Property and County Treasurer or City Assessor and City Chamberlain.
- \$10 Filing fee payable to the Clinton County Clerk.

- 2 Original Subdivision Maps no smaller than 18" x 24" and no larger than 24" x 36" with original Surveyor's signature.

Per Section 334 (3) of Real Property Law, certificate of tax compliance to be obtained before a subdivision map or alteration thereof can be filed.

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.

For Further Information Contact:

Clinton County Clerk's Office
(518) 565-4700

Clinton County Treasurer's Office
(518) 565-4730

Clinton County Real Property Office
(518) 565-4760



137 Margaret Street
Plattsburgh, NY 12901