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# Filing Requirements Subdivision Maps



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

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[www.clintoncountygov.com](http://www.clintoncountygov.com)

**Effective March 2018**

## **General Requirements:**

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

### **1. TAX MAP CERTIFICATION**

- ▣ Obtain 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.
- ▣ **For City of Plattsburgh property maps:** must be presented to the City Chamberlain for paid tax certification stamp.

### **3. COUNTY CLERK**

- ▣ Maps presented to the County Clerk must have the Certification from Real Property and County Treasurer or 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 1<sup>st</sup>. 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