



Guidelines for Recording a Subdivision Map in Columbia County

Certain steps and procedures should be followed to avoid delays and problems when filing a subdivision

To file a subdivision map you must visit three offices - the County Clerk, Department of Real Property Tax and County Treasurer - each located in the County Courthouse on Union Street, Hudson. When filing the subdivision map, you will be required to provide documentation and to pay a filing fee.

1 The County Clerk's office should be the first stop with the subdivision map. It is necessary for that office to check the surveyor's original signature, make sure the Planning Board's stamped date has not expired for recording of the same, and to ensure that there are two (2) original maps that are no larger than 34-inches by 44-inches.

2 The next stop should be to the Real Property Department. When there are any changes made on a map, it is necessary for that department to check over the map and attach its certification.

3 The County Treasurer is required by the State of New York to certify that all land and school taxes are paid, and that the most current tax receipts be presented as verification to that office. The Treasurer will then attach a certification with the County Treasurer's seal attesting that the taxes have been paid. Tax receipts must be presented to that office (photo copies will suffice). The maps presented to the Treasurer's office must have County Clerk's stamp affixed to the back of each map to be recorded, along with the certification from the Real Property Tax office.

4 Filing Fees: The person recording the map should be aware that both the County Clerk and Real Property Department requires the payment of fees related to the filing of subdivision maps.

■ The County Clerk charges \$10 for each subdivision map recorded.

■ The Real Property Department charges are based on the number of lots in the subdivision, whether it is an original, alteration, abandonment or condominium map:

☞ One through three lots - \$25

☞ Four through nine lots - \$50

☞ Ten or more lots - \$100

■ No fee is required if the document does not necessitate change on the tax map.

5 For additional information, contact the: County Clerk (518) 828-3339; Department of Real Property (518) 828-7334; or the County Treasurer (518) 828-0513.