



Real Property Tax Service Agency

MONTGOMERY
COUNTY NY
Made of Something Stronger

Michael J. Burns
Senior Tax Map Technician

Subdivision Map Filing Requirements

When real property is subdivided for sale, a map of the subdivided property must be filed in the office of the County Clerk. The following legal requirements must be met:

All maps must:

- Be printed with ink directly on mylar. (No adhesive backed copies of notes, details, etc. will be accepted.)
- Have original seal and signature endorsed thereon.
- Have certification of the licensed land surveyor stating the name of the subdivision, the date of completion of the field survey and the date the map was made.
- Be not less than 8 ½ x 14 inches and not more than 30 x 42 inches in size.
- Have City, Town or Village Planning Board final approval and date endorsed on the map and is signed by the duly authorized officer of the Planning Board.
- Have New York State Department of Health approval endorsed on the map if the subdivision consists of five (5) or more parcels, each of which is five (5) acres or less.
- Be filed in the office of the County Clerk within sixty-two (62) days of the signature of the duly authorized officer of the Planning Board.
- It may be required to provide proof of payment from the Town, Village or School Tax Collector.
- If the town, village or city does not have a planning board that has subdivision review, we require a letter from the supervisor, mayor, town attorney or town planning board chairman stating that they don't have subdivision approval within the municipality and the letter must accompany the subdivision map.

Section 334 Real Property Law; Sections 276 & 279 Town Law; Sections 32 & 34 City Law; Sections 7-732 & 7-728 Village Law; Article 11 Title 2 Public Health Law; Article 17, Title 15 Environmental Conservation Law.

Maps will be presented to Real Property Tax Service Agency for approval. Filing fees vary according to the number of subdivision lots and number of tax parcels affected.

To expedite filing of subdivision maps during tax collection periods, please provide proof of payment of current taxes (bring in the receipt).

Tax collection periods are as follows:

- January – March For Town and County
- January – December For City of Amsterdam
- July 1 – November 1 For Villages
- September – October For School Districts except for Greater Amsterdam
- January – December For Greater Amsterdam

Effective Date 6/8/2010