

WARREN COUNTY OFFICE OF REAL PROPERTY TAX SERVICES

Survey and Subdivision Map Filing Requirements

Obtain a Tax Map Maintenance Certificate from the Real Property Tax Service office

Maps will be presented to the Real Property Tax Service office for approval prior to filing with the County Clerk.

- All maps must have one (1) mylar and one (1) paper copy.
- Must have original seal and signature of licensed land surveyor endorsed thereon.
- Have a certification of the licensed land surveyor attached stating the name of the subdivision, date of completion of the field survey and the date the map was made.
- Map size can be no smaller than 8 ½ x 11 inches or larger than 22 x 34 inches
- Have city or town planning board final approval, endorsed on the map and 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.
- Maps with town/city approvals must be filed in the office of the County Clerk within sixty-two (62) days of the signature of the duly authorized office of the planning board.

Fees for Real Property:

1-3 lot subdivision \$25

4-9 lot subdivision \$50

10+ lot subdivision \$100

Tax Search for subdivision maps

- Any subdivision map, boundary line agreement or consolidation map is required to go to the County Treasurer's office for a tax search before filing in the County Clerk's. All taxes must be paid in full in order to file.
- If the property is in the City of Glens Falls the client must bring proof from the City Controller's office.

File Map with County Clerk's Office

- Bring the mylar and one (1) paper copy, Tax Map Maintenance Certificate and tax search to the County Clerk's office for filing. Fees for filing a map with the County Clerk can be found at <https://www.warrencountyny.gov/clerk/fees>

Assignment of Tax Map (SBL) Numbers

Once work is complete, tax map numbers will be assigned by the Warren County office of Real Property Tax Services.

Boundary Line Adjustments or Agreements

Applicants should be advised that a deed/boundary line agreement must be filed with the County Clerk in order to revise a property line (a filed map does not transfer title).

Exception: If all properties affected by the boundary line adjustments are assessed to the same person(s), the boundary line can be revised without documents being filed.

All tax information required is the same as subdivision requirements for map filing (i.e. tax search) for each parcel involved.

Merging Properties

Should be done by deed describing both properties as a whole or with appropriate language of the intent to merge said properties. A property owner may request the local assessor to merge properties, decisions will be based on multiple factors and should be discussed directly with the local assessor.

Note: Any future subdivision of the merged property may require subdivision approval by the town and would result in fees payable to the Office of Real Property Tax Services.

Abandonment of Subdivision

Per New York State Real Property Tax Law 560, a subdivision cannot be abandoned for five (5) years once it has been filed.

In order to abandon an approved subdivision (after the allotted 5-year period) contact the office of Real Property Tax Services to begin the appropriate procedure.

Condominium Survey and Floor Plan Filing Requirements

- A "Declaration" must be filed in the County Clerk's Office prior to the first conveyance of property. The Declaration must include floor plans, which are certified by a registered architect or licensed professional engineer, showing the layout of each unit and its location within the building.
- A perimeter survey prepared by a licensed surveyor showing "as built" locations of the buildings must be presented to the Real Property Tax Service Agency for filing in the County Clerk's office. The perimeter survey will be subject to the subdivision map filing requirements and fees of Warren County. The perimeter survey may be filed prior to, simultaneous with or subsequent to the filing of the Declaration but may not be filed within the Declaration.
- No tax lot numbers will be assigned to condominium units until **both** the Declaration and perimeter survey have been filed.
- These requirements are independent of any requirements of the Office of the New York State Attorney General.