

## PROCEDURE TO FILE MAPS IN WASHINGTON COUNTY

After Planning Board Approval, most towns require maps to be recorded at the County Clerks office within a specified time, usually 30, 60 or 90 days. Be sure the map has the following stamped or attached on separate stationery:

- (A) Surveyor's certification and seal, both signed.
- (B) Town Planning Board Approval, seal and/or signatures.
- (C) Compliance with Sect. 1115 of the New York State Public Health Law  
(This form can be obtained from the County Clerk)

Required steps to file maps are as follows:

1. Obtain a Tax Map Maintenance Certificate [WCRPTS 503 (7)] from Real Property Tax Service. Mylar map and tax map number of parcel(s) are required. Certificates are issued within a few minutes. Fees for certificates are as follows:

1-3 Lot	\$25.00
4-9 Lot	50.00
10 or more	100.00

If paid by check, make check payable to **Washington County Treasurer**.

**NOTE: If the Planning Board considers the revision to be a "boundary line adjustment", there will be a fee charged and certificate issued since the revision necessitates a change to the tax map.**

2. Obtain a 10 year tax search from the Washington County Treasurer. Name & tax map number of parcel(s) are required. Fee for tax search is \$20.00. If paid by check, make payable to **Washington County Treasurer**. It may take the Treasurer's Office a few days or up to two weeks to complete, depending on current work load.

**NOTE: Upon receipt of search, check bottom to see if there is a notation about the search not covering a specific tax bill. If there is such notation, be sure you have a copy of that PAID receipt with you when you file your map with the County Clerk.**

3. Bring the mylar map, tax map maintenance certificate and 10 yr. tax search to the County Clerk's office for recording. Fee for recording a map is \$10.00. If paid by check, make payable to **Washington County Clerk**.