

Procedure for Map Filing starting 4/27/2020

Pre-Approval

Email the map(s) in PDF format to Michael Breitenfeld Tax Map Coordinator Breitenfeld (MBreitenfeld@orangecountygov.com) and Courtney Hunter Orange County Clerk's Principal Recording & Index Clerk, supervisor of the Map Room (Chunter@orangecountygov.com) with all of your contact information so the map can be reviewed and potentially pre-approved as ready to file. You will receive an email back if there are corrections or revisions needed. If pre-approved by Tax Map and the County Clerk's Office, you will be notified of the fees which are payable to Orange County Commissioner of Finance (Tax Maps) and Orange County Clerk's Office (County Clerk).

REAL PROPERTY/TAX MAP

Drop off the rolled mylars with paper copies with the Real Property/Tax Map fee (no cash) at the Government Center at 255 Main Street, Goshen, NY 10924 to be left with security or mailed (mailing tube or similar) to the same address. Folded mylars will not be accepted. **The public is not allowed in the building at this time.**

COMMISSIONER OF FINANCE/TAX CERTIFICATE

Requests needs to be e-mailed to Maria Detoro (MDetoro@orangecountygov.com) for verification of no delinquent taxes. Please mail the fee (no cash) of Twenty Dollars and 00/100 (\$20.00), per SBL, made payable to the Orange County Commissioner of Finance (Attn: Tax Department), 255 Main Street, Goshen, NY 10924. If the fee is dropped off at the Government Center with security please be sure all the pertinent information is included in the envelope so your payment can be easily matched with the tax certificate request. If approved the certificate will be e-mailed back and a copy with raised seal will be forwarded to County Clerk.

COUNTY CLERK

Once the map(s) are signed as approved by the Real Property Director or approved designee they will be brought down to the County Clerk's Office, reviewed, then you will be notified via phone call or email. Any and all paid copies will be returned to the Security Desk to be retrieved.

In addition, please provide all proof of paid taxes in the event that finance states more information is needed.