

## SUBDIVISION MAP FILING REQUIREMENTS

### UNDER SECTION 334 OF THE REAL PROPERTY LAW & ORANGE COUNTY SUBDIVISION LAW:

1. SUBDIVISION SHALL MEAN THE DIVISION OR SEPARATION OF ANY LAND INTO TWO OR MORE PARCELS FOR SALE OR RENT AS RESIDENTIAL LOTS OR PLOTS.
2. MUST BE PRINTED UPON MYLAR AND MUST SHOW THE SECTION, BLOCK AND LOT OF THE PARENT PARCEL AND THE NAME(S) OF THE CURRENT OWNER OF RECORD MUST BE NOTED IN THE TITLE BLOCK OR NOTES IN BOLD TYPE.
3. 911 ADDRESSING FOR PROPOSED NEW LOTS AND CONDOS (IF POSSIBLE).
4. ALL MAPS MUST BE FILED BY 4:30 PM.
5. MUST BE IN DUPLICATE; ONE MYLAR AND ONE CLEAR PAPER COPY FOR THE COUNTY TAX MAP DEPARTMENT WITH ALL NECESSARY APPROVALS EXACTLY THE SAME.
6. MUST BE NOT LESS THAN (8 ½" X 11") AND NOT MORE THAN (34" X 44") IN SIZE.
7. A CERTIFICATE OF THE LICENSED LAND SURVEYOR SHOWING THE DATE OF COMPLETION OF THE SURVEY BY SAID LAND SURVEYOR AND/OR THE MAKING OF THE MAP BY SAID LAND SURVEYOR. THE SUBDIVISION SHALL BE STAMPED WITH THE SEAL OF THE SURVEYOR AND SIGNED ON THE ORIGINAL MAP.
8. EACH SUBDIVISION PLAT SHALL SHOW PROPOSED SEWAGE AND WATER FACILITIES FOR EACH LOT DESIGNED TO SERVE ANY DWELLING UNIT TO BE LOCATED THEREON, TOGETHER WITH A CERTIFICATE OF THE ENGINEER LICENSED TO PRACTICE IN THE STATE OF NEW YORK, STATING THAT SUCH SYSTEMS ARE DESIGNED IN ACCORDANCE WITH THE STANDARDS AND REQUIREMENTS PROMULGATED BY THE NEW YORK STATE DEPARTMENTS OF HEALTH AND ENVIRONMENTAL CONSERVATION FOR RESIDENTIAL LOTS, AND FURTHER THAT SUCH DESIGN IS BASED UPON ACTUAL SOIL AND SITE CONDITIONS FOUND UPON SUCH LOT AT THE DESIGN LOCATION AT THE TIME OF SUCH DESIGN.
- \*\* CONDITIONS - APPLICABLE ONLY WHEN HEALTH DEPARTMENT APPROVAL IS NECESSARY.
  - A. INDIVIDUAL WELLS AND SEWAGE TREATMENT SYSTEMS SHALL NO LONGER BE CONSTRUCTED OR USED FOR HOUSEHOLD DOMESTIC PURPOSES WHEN PUBLIC FACILITIES BECOME AVAILABLE. CONNECTION TO THE PUBLIC SEWERAGE SYSTEM IS REQUIRED WITHIN ONE YEAR OF THE SYSTEM(S) BECOMING AVAILABLE.
  - B. PLAN APPROVAL IS LIMITED TO 5 YEARS. TIME EXTENSIONS FOR PLAN APPROVAL MAY BE GRANTED BY THE ORANGE COUNTY HEALTH DEPARTMENT BASED UPON DEVELOPMENT FACTS & THE REALTY SUBDIVISION REGULATIONS IN EFFECT AT THAT TIME EXTENSION.
  - C. APPROVED PLANS MUST BE FILED WITH THE ORANGE COUNTY CLERK PRIOR TO OFFERING LOTS FOR SALE AND WITHIN 90 DAYS OF THE DATE OF PLAN APPROVAL.
9. THE "CERTIFICATE OF AN ENGINEER" SHALL BE A STAMPED ENDORSEMENT ON THE SUBDIVISION PLAT AND SHALL INCLUDE THE ENGINEER'S SIGNATURE. A LICENSED LAND SURVEYOR MAY SIGN IN SUBSTITUTION OF AN ENGINEER, PROVIDED THE SURVEYOR WAS LICENSED AS A LAND SURVEYOR IN THIS STATE BEFORE 1971 AND SUBMITS PROOF TO THE COUNTY CLERK THAT HE HAS FILED WITH THE STATE BOARD OF ENGINEERING AND LAND SURVEYING (518-474-3846) THE REQUIREMENTS AS INDICATED IN SECTION 7208 (N) OF THE EDUCATION LAW.  
**\*ALL STAMPS MUST USE SPECIAL STAMPING INK TO AVOID SMEARING.\***
10. THE SIGNATURE REQUIRED IN #5 AND #7 ABOVE INCLUDES ANY MARK OR SIGN WHETHER IT IS WRITTEN, PRINTED, STAMPED PHOTOGRAPHED OR EMBOSSED.

11. ORANGE COUNTY DEPARTMENT OF HEALTH APPROVAL IS REQUIRED IF ANY MAP CONTAINS FIVE (5) OF MORE RESIDENTIAL LOTS (I.E. FIVE ACRES OR LESS) AND THERE IS INDEPENDENT EVIDENCE THAT THE FIFTH RESIDENTIAL LOT IS BEING SOLD, RENTED OR OFFERED FOR SALE WITHIN A THREE (3) YEAR PERIOD. (PUBLIC HEALTH LAW 1115-1118, AS AMENDED AUGUST 1, 1977.)
12. MUST HAVE TOWN PLANNING BOARD OR VILLAGE PLANNING BOARD FINAL APPROVAL, OR CITY PLANNING BOARD OR CITY COUNCIL FINAL APPROVAL (WHICHEVER IS APPLICABLE) AND MUST NOT BE DATED MORE THAN SIXTY-TWO (62) DAYS. (VILLAGE LAW SECTION 7-728, TOWN LAW SECTION 278 & GENERAL CITY LAW SECTION 32.).
13. EVERY SUCH MAP OF SUBDIVIDED LAND, WHETHER INTENDED AS AN ORIGINAL SUBDIVISION OR AS AN ALTERATION OF PRIOR SUBDIVISION, SHALL HAVE ENDORSED THEREON OR ANNEXED THERETO AT THE TIME SUCH MAP IS OFFERED TO BE FILED A CERTIFICATE OF THE COMMISSIONER OF FINANCE OR OF AN ABSTRACT AND TITLE COMPANY AND A CERTIFICATE OF THE TAX COLLECTING OFFICER OF ANY COUNTY, CITY, TOWN, VILLAGE AND SCHOOL DISTRICT (WHEN APPROPRIATE). ALL TAXES MUST BE PAID WITH PROOF FROM ORANGE COUNTY COMMISSIONER OF FINANCE (OR CITY TAX RECEIPT).
14. MAP MUST BE TENDERED TO THE REAL PROPERTY TAX SERVICE AND A FEE PAID AS FOLLOWS:

1 – 3 LOT SUBDIVISION:       \$75.00  
 4 – 9 LOT SUBDIVISION:     \$125.00  
 10 OR MORE SUBDIVISION: \$100.00 + \$10. PER LOT  
 \*BASED ON FILE USE PROPERTY

A CD IS REQUIRED FOR ALL MAPS OF TEN LOTS OR MORE.  
 AFTER PAYING SAID FEE, A CERTIFICATE WILL BE GIVEN BY REAL PROPERTY TAX SERVICE WHICH IS THEN PRESENTED TO THE COUNTY CLERK AT THE TIME OF FILING (ORANGE COUNTY RESOLUTION #306 OF 2006).

15. FEE FOR FILING WITH THE ORANGE COUNTY CLERK: \$10.00 PER PAGE. IF PAID BY CHECK MAKE PAYABLE TO THE "ORANGE COUNTY CLERK". ADDITIONAL FEE OF \$3.00 PER SIGNATURE, OVER AND ABOVE THE FIRST SIGNING WILL BE CHARGED FOR SIGNING MAPS OTHER THAN THE ORIGINAL MYLAR, THE PAPER COPY FOR TAX MAPS AND ONE COPY FOR THE FILER.
16. SUBDIVISION, LOT LINE CHANGES OR REALIGNMENTS MUST MEET LOCAL SUBDIVISION REQUIREMENTS. PRINT NEEDS TO BE CONSISTENT THROUGHOUT THE MAP. (NO LIGHT AND DARK PRINT). ANY MAPS THAT HAVE DARKENED AND SHADED AREAS WITH NUMBERS IN THEM MUST BE WHITED OUT SO THAT NUMBER SHOWS THROUGH. **NO PALE GRAY PRINT** OR PRINT THAT'S TOO LIGHT. PLEASE NOTE: THE COUNTY HAS THE AUTHORITY TO REJECT MAPS THAT ARE NOT LEGIBLE FOR THE SCANNING PROCESS AS PER §333 B OF REAL PROPERTY TAX LAW.
17. **PRINT SIZE UNDER A SCALE FONT SIZE OF 8 IS NOT ACCEPTABLE.**
18. MAPS MUST BE FILED IN NUMERICAL ORDER ACCORDING TO NUMBER OF SHEETS FILED. (EXAMPLE: 1 OF 10, 2 OF 10, INCLUDING COVER SHEET).