

# Office of the County Clerk Subdivision Map Requirements

Revised July 2018



Before any real property is subdivided into lots for sale, a copy of a map of the subdivided property which meets the following legal requirements, **must be filed** in the office of the Oneida County Clerk.

1. **Must** be in **triplicate** to be distributed by the County Clerk as follows:
  - Original Mylar filed in office of County Clerk. It must be printed or drawn with pen and India ink upon transparent tracing cloth or polyester film or be photographic copies on transparent tracing cloth or polyester film.
  - Two paper copies:
    1. One will be forwarded to the County Tax Map Department.
    2. One will be forwarded to the local clerk where the property is located. (*Section 334, Real Property Law, Article 9*)
2. **Must** not be less than 8 1/2 x 11 inches and not more than 34 x 44 inches in size. (*Section 334, Real Property Law, Article 9*)
3. **Must** have a certificate of the licensed land surveyor filing said map attached showing the date of the completion of the survey by said land surveyor and of the making of the map by said land surveyor and the name of the subdivision. (*Section 334, Real Property Law.*)
4. **Must** have Town or Village planning board final approval endorsed on the map and be signed by the duly authorized officer of the planning board or Town Clerk Seal. (*Section 278, Town Law: Section 7-732, Village Law*)

(Over)

5. **Must** have Oneida County Department of Health or New York State Department of Health approval, endorsed on the map, if the subdivision consists of five (5) or more parcels which are five (5) acres or less. *(Section 1115-1118, Public Health Law, Article II.)*
6. **Must** be filed with the County Clerk within sixty (60) days of Planning Board final approval in towns, and within sixty-two (62) days of Planning Board of final approval in villages. *(Section 276, Town Law Section 7-728, Village Law.)*
7. **Must** have endorsed thereon or annexed thereto a certificate of the County Treasurer or of an abstract and title company and of all tax collecting officers stating that all taxes on the property have been paid. *(Section 334, Real Property Law.)*

**Filing fee: \$10.00**

**COUNTY CLERK’S RESPONSIBILITY:**

1. “It shall be the duty of the County Clerk... to notify the (local) planning board in writing within three (3) days of the filing or recording of any plat approved by such planning board, identifying such plat by its title, date of filing or recording, and official file number.” *(Section 278, Town Law: Section 7-732, Village Law.)*
2. “All of such (subdivision) maps shall be placed and kept, by some suitable method, in consecutive order and shall be consecutively numbered in the order of their filing and shall be indexed under the initial letters of all substantives in the title of the subdivision.” *(Section 334, Real Property Law, Article 9)*

**Sandra J. DePerno, Oneida County Clerk  
Oneida County Office Building  
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(315) 798-5799**