

JEFFERSON COUNTY CLERK'S OFFICE

175 Arsenal Street  
Watertown, NY 13601  
(315)785-3312



SUBDIVISION MAP REQUIREMENTS

Revised 08/27/09

No real property subdivision or portion thereof shall be sold, offered for sale, leased or rented until the map has been properly filed.  
(Public Health Law Article 11, Section 1116)

1. All maps presented for filing 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. **Please note** - maps on paper will only be accepted as copies for transmittal to Tax Map Department or to Town or Village Clerk.

**(THESE REQUIREMENTS WILL BE STRICTLY ENFORCED EFFECTIVE 1/1/2006)**

2. **MUST** be in TRIPLICATE.

A. Original Mylar to file in County Clerk plat cabinets.

B. One paper copy to County Tax Map Department for filing.

C. One paper copy to the office of the Town or Village Clerk where the property is located. Failure to file with appropriate clerk within 15 days of filing with the County may subject you to a \$300.00 fine.

(Chapter 687 laws of 2005)

D. A fourth copy **may** be submitted for filing information for the applicant's personal use.

(Section 334, Real Property Law, Article 9, as amended August 1984.)

3. **MUST** be not less than 8 ½" x 11" and not more than 34" x 44" in size.

(Section 334, Real Property Law, Article 9, as amended August 1984.)

Jefferson County preferred size - no less than 17" x 22" and not more than 24" x 36".

4. **MUST** have certification 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.)

5. **MUST** have Town or Village planning board final approval or "no approval necessary" ENDORSED ON THE MAP and be signed by the duly authorized officer of the planning board.

(Section 278, Town Law; Section 7-732, Village Law.)

6. **MUST** have New York State Department of Health approval or no approval necessary, 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, Title II.)

7. **MUST** be filed with the County Clerk within sixty (60) days or time frame set forth by local municipalities subdivision law.

8. **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.

9. Filing fee - \$10.00

**NOTE: Measure may be in metric.**