

## CHECKLIST FOR FILING OF SUBDIVISION MAP

- ⇒ Original subdivision map printed on linen or mylar
- ⇒ One paper copy of original subdivision map
- ⇒ Ulster County Treasurers Tax Certification
- ⇒ Town Tax Certification if filing between Jan 1st and May 31st
- ⇒ School Tax Certification— See Certification Timetable when required for filing
- ⇒ Real Property Certification
- ⇒ \$10.00 Filing Fee payable to the Ulster County Clerk



**County Clerk**

*Nina Postupack, County Clerk*



## SUBDIVISION MAPS

### For Further Information Contact.....

Ulster County Clerk's Office  
(845)340-3288

Nina Postupack, County Clerk

Ulster County Treasurer's Office  
(845) 340-3431

Lewis Kirschner, County Treasurer

Ulster County Real Property Office  
(845) 340-3490

Dorothy Martin, Director

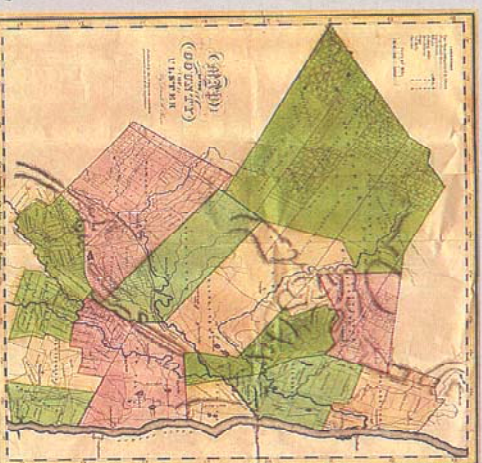
**Or Visit our Website at.....**  
[www.co.ulster.ny.us](http://www.co.ulster.ny.us)

**For information on School and Town Taxes you must contact the town tax collector or the local school district that the property is located in.**



**Nina Postupack**  
**Ulster County Clerk**

**Ulster County Clerk's Office**  
**240 Fair Street**  
**Kingston, New York**  
**12401**



# Filing Requirements Subdivision Maps

## General Requirements

1. Map must be printed on linen or mylar.
2. Minimum size: 8 1/2" x 11"
3. Maximum size: 34" x 44"
4. A paper copy must be submitted with original map for transmittal to Ulster County Real Property Tax Agency.
5. Surveyor's certificate showing date of completion of survey and making of the map, the name of the subdivision and the original signature and seal of the surveyor must appear on the map.
6. Planning Board Approval must appear on map. Map must be filed within 62 days of the date of approval. All signatures must be original. No copies of signatures are acceptable.
7. Filing fee for map payable to the Ulster County Clerk—\$10.00

## Certifications

1. **TREASURERS CERTIFICATE**—Issued by the Ulster County Treasurers Office (\$10.00 fee) or a **TITLE COMPANY CERTIFICATE**—Issued by an Abstract Company stating that a five year search of the property shows all taxes paid.
2. **REAL PROPERTY CERTIFICATE**—Issued by the Real Property Office approving the filing of the subdivision and executing the Ulster County Street Name Approval Request. Fee is \$25.00 to \$100.00 based on number of lots.
3. **TOWN TAX COLLECTOR CERTIFICATE**—Issued by the town tax collector stating that all taxes are paid for current year. Issued from January 1st through May 31st. After May 31st taxes are paid to the Ulster County Treasurer.
4. **SCHOOL TAX DISTRICT CERTIFICATE**—Issued by the school district that the current school year taxes are paid. (See Certification Time Table)

## Certification Requirements:

1. All certifications must be signed by originating agency and seal must be affixed.
2. All certifications must certify that all taxes are paid in full.
3. Paid tax bills can not be accepted as proof of taxes paid.
4. All certifications must be originals.

## Tax Certification Timetable

**GENERAL TAXES**—(i.e. County, Town, Highway) are collected from January 1st through May 31st for the current year only. After May 31st, taxes are payable at the Ulster County Treasurer's Office.

**KINGSTON CONSOLIDATED SCHOOLS**—Fiscal year runs from July 1st through June 30th. Taxes are payable to the school district from September 15th to December 15th. After this date you must check with the Ulster County Treasurer for payment options.

There are fourteen **OTHER SCHOOL DISTRICTS** in Ulster County. (fiscal year runs from July 1st through June 30th) each usually has taxes payable during September and October. After this date you must check with the Ulster County Treasurer for payment options. On January 1st, it becomes a relieved school tax, which is collected as part of the general taxes.

All delinquent taxes will be collected year round by the Treasurer's Office with interest and penalties.

