

**MADISON COUNTY
OFFICE OF
THE COUNTY CLERK**

Filing Subdivision Maps

**Michael T. Keville II
County Clerk**



138 North Court Street, Building #4
PO Box 668
Wampsville, NY 13163
Telephone: 315-366-2261

Office Hours: Monday - Friday
DMV 8:30 a.m.- 4:30 p.m.
Recording 9:00 a.m.-5:00 p.m.

Sandra Jordan
Deputy County Clerk
Recording

Diana Wilson
Deputy County Clerk, DMV
315-366-2251

Subdivision Map Requirements

Before any real property is subdivided into lots, a copy of the map of the subdivided property which meets the following requirements, must be filed in the Madison County Clerk's office:

- Original Mylar filed in the office of the County Clerk. The map must be printed or drawn with pen and India ink upon transparent tracing cloth or polyester film or photographic copies on transparent tracing cloth or polyester film (*Section 334 Real Property Law, Article 9*).
- Size must be not less than 8 1/2 x 11 inches and not more than 34 x 44 inches (*Section 334 Real Property Law, Article 9*).
- Certification and signature of the licensed land surveyor 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 as stated by the owner (*Section 334, Real Property Law, Article 9*).

- Town or village planning board final approval 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*).
- Madison County Department of Health approval endorsed on the map or Declaration of Review/Minor Subdivision (*Section 1115-1118, Public Health Law, Article II, Title II*) *No fee*
- Endorsement thereon or annexed thereto a certificate from the Madison 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*).
(*\$20*) City of Oneida residents must obtain theirs from Oneida City Offices.
- Filing must take place at the Madison County Clerk's Office within sixty-two (62) days of Planning Board final approval.
(*Section 276, Town Law, Section 7-728, Village Law*).

Map filing fee—\$10

A Subdivision is defined as “the division of any parcel of land into two or more lots, blocks, or sites, with or without streets or highways” (Town Law §278, Village Law § 7-732, General City Law §34, General Municipal Law §239-d). To successfully subdivide real property, local (town or village), county, and state laws and regulations may all apply.

Local Regulations

Many city, village and town governments have enacted subdivision regulations. Contact the appropriate city, village or town clerk’s office to find out if local regulations are in effect.

If local rules are in effect, a review of the subdivision is commonly required by a local planning board or similar body. In certain instances, review will also be required by the Madison County Planning and Development Board. **If local rules are in effect, the Madison County Clerk’s Office cannot file a subdivision map unless approved and signed by the local planning board, or other body having jurisdiction.**

Although they vary by locality, common components of local subdivision regulations and review are the number of lots that constitute a subdivision; compliance with SEQRA (State Environmental Quality Review Act); width/depth ratios; and access of the proposed lots to public rights-of-way.

www.madisoncounty.ny.gov