

## Town of Ghent Planning Board Guidelines for Recording Mapping with Columbia County Offices

To file mapping, you will be required to provide documentation, and to pay filing fees. You will be required to visit three (3) separate County Offices. It is recommended that you proceed in this order:

- |    |                               |              |
|----|-------------------------------|--------------|
| 1. | Columbia County Clerk         | 518.828.3339 |
| 2. | Columbia County Real Property | 518.828.7334 |
| 3. | Columbia County Treasurer     | 518.828.0513 |

These offices are open 9 am – 5 pm, Monday through Friday

It is necessary that the County Clerk's Office representative physically review the mapping and be able to locate the surveyor's original signature. Please ensure:

- Planning Board's stamp has not expired
- you supply the County Clerk's Office with two (2) original copies of the mapping – do not use Mylar; paper only – take as many additional copies as you will need for your own use
- mapping must be no larger than 34 inches x 44 inches in size

When there are any changes made to a map, it is necessary for the Real Property Office representative to physically review the map and then attach the necessary certification.

The County Treasurer's Office, as required by the State of New York, must certify that all land and/or school taxes have been paid to date, which must be verified by the most current, original tax receipts. Once this has been confirmed, the County Treasurer's Office representative will prepare certification (with the County Treasurer's seal affixed thereto), attesting to that fact.

**Please be sure to take all necessary tax receipts with you to the County Treasurer's Office.**

The mapping, when presented to the County Treasurer's Office, must have the County Clerk's stamp affixed to the back of each map, plus the Real Property Office's certification. This allows the County Treasurer's Office to verify the eligibility of the mapping for recording.

### Filing Fees

Please be aware that **both** the County Clerk's Office and Real Property Office require the payment of fees for the filing of mapping.

- Columbia County Clerk charges \$10 (make check payable to '**Columbia County Clerk**') for each map recorded
- Real Property charges are based on the number of lots, whether it is an original, an alteration, an abandonment or condominium map – make check payable to '**Columbia County Real Property**'

one to three lots — \$ 25

four to nine lots — \$ 50

ten or more lots — \$100

**No Real Property filing fee is required if the document does not necessitate change to an existing tax map.**

**MAPS MUST BE FILED WITHIN SIXTY-TWO (62) DAYS OF APPROVAL BY  
THE TOWN OF GHENT PLANNING BOARD**