



Broome County
OFFICE OF THE COUNTY CLERK

Joseph A. Mihalko, County Clerk

Christopher P. Dziedzic, Executive Deputy County Clerk
Rosalie A. Catalano, Deputy County Clerk
Frances Martin-Childs, Deputy County Clerk
Darlene R. Croston, Deputy County Clerk - DMV
Sara Jo Kukowski, Records Management Officer

Memo regarding the filing of maps in the Broome County Clerk's Office

SURVEY MAPS

1. The filing fee for survey maps is \$10.00. (CPLR §8021)
2. Survey maps should be original and produced on linen, tracing cloth or mylar. (RPP §333-a)
3. Survey maps must be filed with a duplicate. (RPP §333-b)
4. The minimum size for survey maps is 8 ½" x 11", and the maximum size is 34" x 44" (RPP §334)
5. Survey maps referred to in a deed must accompany the deed to be recorded with the deed in the deed book. (RPP §333-a). Furthermore, survey maps accompanying a deed shall be 8 ½" x 14" and must be legible and of sufficient size for easy reading. (RPP §333-b)

SUBDIVISION MAPS

1. The filing fee for subdivision maps is \$10.00. (CPLR §8021)
2. Subdivision maps should be original and produced on linen, tracing cloth or mylar. (RPP §334)
3. Subdivision maps must be filed with a duplicate. (RPP §333-b)
4. Subdivision maps must be done by a certified surveyor and include the surveyor's stamp, the date of the survey, the date the map was produced, and the name of the subdivision. (RPP §334)
5. The minimum size for survey maps is 8 ½" x 11", and the maximum size is 34" x 44". (RPP §334)
6. Subdivision maps must be accompanied by a tax search certificate from the County's Office of Management and Budget, the tax collecting official from the municipality or from an abstract company showing all taxes have been paid. (RPP §334)
7. Subdivision maps that divide a tract of land into 5 or more parcels within a 3 year period require a Health Department stamp. (NYS Art 17, § 17-501 through 17-1511)
8. Subdivision maps that divide a tract of land into 5 or more parcels require a Real Property Department stamp. (Broome County Charter & Administrative Code, Chap 323)
9. Subdivision maps in Towns with specific subdivision laws, require a letter of confirmation from the Planning Board or Town Supervisor stating the proposed subdivision does not violate local laws. (Town Subdivision laws, Town law, Art 16, 276-279.)