



Rensselaer County Clerk's Office

Frank J. Merola

County Clerk

Deputy County Clerks

Gregory J. DeJulio

William J. Film

105 Third Street
Troy, New York 12180
Tel.: (518) 270-4080
Fax: (518) 271-7998

July 30, 2007

Town Supervisors
Planning Board Chairmen

Dear Friends:

In an attempt to establish a correct and consistent policy in filing major and minor subdivision maps, and realty survey maps, the County Clerk's office is establishing the following procedure to take effect immediately. Please contact Deputy County Clerk Greg Delusion or me with any questions.

1. All paper copies of subdivision maps will have appropriate signatures and agency stamps before filing (surveyor, planning board and health department). Health department will be waved if the property in questioned is serviced by water and sewer. The Health department stamp applies for both realty and non-realty subdivision maps. A letter from Rensselaer County Finance stating that all taxes are paid on the property is also required.
2. Inform applicants that all approved maps need to be filed in the County Clerk's office within **sixty (60) days of Planning board stamped approval**. Health Department approval needs to be in this time frame. Our office has not and will not accept any map with a planning board stamp exceeding the 60-day window.
3. Our office will send the Town planning board chairman a letter of map filing after receiving said map with the property owner's name, date of filing, map and drawer number, survey date and surveyor included. Please file these letters as proof that subdivisions and other maps requiring planning board approval have been filed in our office.
4. We reserve the right to reject any deed filed that doesn't have proper information included or information that contradicts what is being claimed in the NYS E&A form (RP-5217). Specifically, if box 4A on the E&A form is checked, (planning board with subdivision authority exists), without a map and drawer number being recited in the schedule A, this deed will be rejected. We are taking this step to insure that no illegal subdivisions are being filed.

