

CHECKLIST FOR FILING LAND SEPARATIONS AND SUBDIVISIONS IN GENESEE COUNTY

NOTE: County Personnel do NOT determine if you must file a map. This is decided at the local municipality level --- contact your Town Planning Board and/or Zoning Enforcement Officer. The following list of procedures is to be followed once you know that a map must be filed.

1. Approval by the Local Planning Board or authorized Local Representative
2. Map to be filed must:
 - a.) Be on Mylar
 - b.) Have a proper title (Land Separation OR Subdivision)
 - c.) Have a signed Surveyor's Certification
 - d.) Be signed by the Chairperson of the Town/City Planning Board or another authorized Local Representative
 - e.) Have a County Health Department signature
 - f.) Be signed by a staff member of the County Real Property Tax Services Department
3. Tax search certificate from the County Treasurer's Office
(or from City Treasurer if the property is located in the City)
4. Fees:
 - a.) If the map is for more than 4 parcels, the Real Property Tax Services Department collects a fee based on the number of parcels on the map. (Refer to Resolution #318)
 - b.) \$25 for tax search certificate for each parcel entry on the tax roll. More than one search may be required if owner name and/or paid dates vary per parcel.
 - c.) Filing fee of \$10 per filed map collected by the County Clerk at the time of filing.
A current tax search must be presented with the map.
5. For further information or questions, call:

Real Property Tax Services	(585) 815-7808
County Treasurer	(585) 815-7803
County Clerk	(585) 815-7802
Public Health Department	(585) 815-7903

REVISED: November 17, 2023

**RESOLUTION NO. 318 . AMEND RESOLUTION NO. 137-1996- REAL
PROPERTY TAX -APPROVAL OF**

Legislator Grasso offered the following resolution:

WHEREAS, Resolution No. 137, duly adopted on May 22, 1996, did establish fees for filing of Subdivision Maps and Land Separation Maps for the Real Property Tax Department, and

WHEREAS, The Director of the Real Property Tax Department did request that the fee schedule be revised to eliminate the filing fee for parcels less than a total of five tax map parcels, and

WHEREAS, The Committee on Ways and Means did review this request and does recommend amending the resolution to reflect the change in the fee structure. Now, therefore, Be it

RESOLVED, That Resolution No. 137, adopted on May 22, 1996, is hereby amended to read as follows:

RESOLVED, That the Genesee County Legislature does hereby adopt the following fee schedule for the Filing of Subdivision Maps and Land Separation Maps in the Office of the Genesee County Clerk effective January 1, 2010.

<u>Number of Parcels</u>	<u>Filing Fee</u>
Five through Nine (Inclusive of remainder lot)	\$50.00
Ten or more (Inclusive of remainder lot)	\$100.00

Legislator Hodgins seconded the resolution which was adopted by 326 votes

State of New York

County of Genesee

I hereby certify that the foregoing is a true and correct transcript of a resolution duly adopted by the Genesee County Legislature on the 14th day of October 2009.

Dated, Batavia, New York

October 15, 2009

Carolyn P. Pratt

Clerk of the Genesee County Legislature

