

Procedure to File a Town of Cobleskill Subdivision with the County Clerk

All approved Town Subdivisions are required to be filed at the Schoharie County Clerk's Office within 62 (sixty-two) days of signed and stamped approval by the Town of Cobleskill Planning Board.

If the approved subdivision is 5 or more lots of less than 5 acres each, County Health Department approval is also required before the subdivision is filed at the County Clerk's Office.

The applicant is required to have at least three (3) paper copies of the survey map and one (1) Mylar of the survey map with signed and stamped approval by the Town of Cobleskill Planning Board.

One (1) paper map goes to the Town Clerk's Office to be filed as a permanent record; and two (2) paper maps and one (1) mylar of the survey map are filed with the County as follows:

First: Real Property Tax Office

Second: County Treasurer's Office with a *fee of \$10

Third: County Clerk's Office with a *filing fee of \$10

*(*Fees may be subject to change.)*

Taxes must be current and the applicant is responsible for the following:

- If the Subdivision is approved between **January 1 – May 31** of the year, the Cobleskill Town Clerk's Office shall certify, with a stamp on the maps and mylar copy to be filed with the County, that the current Town & County Tax is paid.
- If the Subdivision is approved between **January 1 – December 31** of the year **and any of the subdivided parcel is in the Village of Cobleskill**, the Cobleskill Village Clerk's office shall certify, with a stamp on the Mylar and two paper maps to be filed with the County, that the current Village Tax is paid.
- If the Subdivision is approved between **September 1 – October 31** of the year, the Cobleskill-Richmondville School District shall stamp a certification, that the current School Tax is paid, on the Mylar and two paper maps that will be filed with the County.

**Schoharie County Office Building is located at
284 Main Street, Schoharie, NY 12157**

Real Property Tax Office: (518) 295-8349

County Treasurer's Office: (518) 295-8386

County Clerk's Office: (518) 295-8316