

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 the 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
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 four parcels, the Real Property Tax Services Department collects a fee based on the number of parcels on the map.
 - b.) Twenty-five dollars 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 ten dollars 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, call 344-2550:

Real Property Services	(Ext. 2219)
County Clerk	(Ext. 2242)
County Planning	(Ext. 5466)

REVISED January 01, 2012