



**NIAGARA COUNTY  
COUNTY CLERK'S OFFICE  
COURTHOUSE  
P.O. BOX 461  
LOCKPORT, NY 14095-0461**

**JOSEPH A. JASTRZEMSKI**  
County Clerk

**WENDY J. ROBERSON**  
First Deputy County Clerk

**(716) 439-7022**  
**(716) 439-7035 Fax**

**INFORMATION NEEDED TO FILE SUBDIVISION MAPS**

**1. SURVEYOR'S SIGNATURE & CERTIFICATION MUST APPEAR ON THE MAP.**

Licensed professional engineer or land surveyor original signature and seal, with the required certification (RP 334). The following is an example of the certification:

*"Pursuant to Chapter 605 of the Laws of 1985, I certify that this subdivision Map was prepared under my direction and the outbounds survey of the premises contained within said subdivision map was prepared under my direction and is shown on my map dated:\_\_\_\_\_".*

\_\_\_\_\_  
*Surveyor' Signature*

**2. PLANNING BOARD STAMP & SIGNATURE MUST APPEAR ON THE MAP.** (NY Statute Law 279)

For the cities of Lockport and Niagara Falls, stamps are required from the Municipal Engineering & Assessment Departments (where applicable).

**3. ORIGINAL MAP & TWO PAPER COPIES:**

Original map shall be original ink drawn on linen or tracing cloth or copies made by an Ozalid machine on linen, tracing cloth or Mylar (RP 334). One paper copy is for the assessor and one is for the Niagara County Real Property Tax Services.

**4. A TAX CERTIFICATE SHOWING TAXES HAVE BEEN PAID:** (MUST BE FILED WITH THE SUB. MAP)

The form may be obtained from the Niagara County Treasurer (439-7007). The treasurer's office is located at 59 Park Avenue in Lockport. You will need the SBL number of the original parcel.

**5. HEALTH DEPARTMENT STAMP & SIGNATURE MUST APPEAR ON THE MAP:**

Required only on subdivision maps where a tract of land has been divided into five or more parcels (consisting of five acres or less) within a three year period. (NY Statutes, Articles 11, Title 11 Public Health Law & Article 17, Title 15 Environment Conservation Law, Section 1117).

**6. CERTIFICATE OF THE COUNTY DIRECTOR OF THE OFFICE OF REAL PROPERTY TAX SERVICES (MUST BE FILED WITH EACH MAP).**

This form may be obtained from Niagara County Real Property Tax Services located at 59 Park Ave, Lockport, NY 14094. Please contact them for applicable fees at (716) 439-7077. (RP334)

**7. SIZE REQUIREMENTS:**

The minimum size is 8 ½" X 11" with the maximum size being 34" X 44" (RP 334).

**8. ADDITIONAL ITEMS CITED ON MAP:**

Date of survey, date map was made, and the name of the subdivision (RP 334).

**9. FILING FEE:**

\$10.00 payable by cash, check, money order or credit card (CPLR 8021).