

FILING OF A SUBDIVISION

Approval of a minor subdivision shall expire one year from the date of approval unless, within such period, ***the Subdivision is filed according to the instructions set forth by the Niagara County Clerk's Office*** provided on the next page. The duly authorized officer of the Planning Board shall sign any such Survey. (Please mail it or drop it off at the Cambria Town Hall with the Building Department so we can obtain the signature of the duly authorized officer of the Planning Board)

It is recommended that the applicant contact a surveyor or their lawyer to ensure the survey is done according to the requirements set forth by the Niagara County Clerk's Office.

Definition: A Minor subdivision is any subdivision containing not more than four (4) lots, fronting on an existing street, not involving any new street or road or the extension of municipal facilities, and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map or Zoning Law



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

JOSEPH A. JASTRZEMSKI
County Clerk

MATTHEW L. PARISH
First Deputy County Clerk

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

SUBDIVISION MAPS

1. **SURVEYOR 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's Signature

2. **PLANNING BOARD STAMP AND SIGNATURE MUST APPEAR ON THE MAP.**
(NY Statute Town Law 279)
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)
4. **A TAX CERTIFICATE SHOWING TAXES HAVE BEEN PAID:** The cost is \$20.00. The form can be obtained from the Niagara County Treasurer, 59 Park Avenue, Lockport, NY 14094. (RP 334)
5. **HEALTH DEPARTMENT STAMP:** Required only on subdivisions 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, Article 11, Title II Public Health Law & Article 17, Title 15 Environmental Conservation Law, Section 1117)
6. **A CERTIFICATE OF COUNTY DIRECTOR OF REAL PROPERTY:** This form may be obtained from the Real Property Office, 59 Park Avenue, Lockport, NY 14094. There is a fee, which is based upon the number of parcels. (RP 334)
7. **SIZE REQUIREMENTS:** Minimum Size: 8 ½" X 11"; Maximum Size: 34" X 44". (RP 334)
8. **ADDITIONAL ITEMS CITED ON MAP:** Date of survey, date map was made, name of subdivision (RP 334)
9. **FILING FEE:** \$10.00 payable in check, money order or cash (CPLR 8021)