

## **GUIDE TO FILING A SUBDIVISION/CONDO MAP IN ORANGE COUNTY**

Following stamped “Final Approval” of the mylar and paper prints of the map by the Planning Board Chairman, several steps are required from the various departments listed below:

**TAX MAP DEPARTMENT** located in the Orange County Government Center, 255 Main Street Suite 1210, 2nd floor. (845)291-2498

1. The mylar and paper prints must be brought to the Tax Map Department. Your map will be reviewed and the fee determined based on the number of lots. The Tax Map Department will issue a receipt for the payment of their fee. These checks must be made payable to the Commissioner of Finance.

**FINANCE DEPARTMENT** located in the Orange County Government Center, 255 Main Street, 3<sup>rd</sup> Floor. (845)291-2480

2. The Finance Department will issue a certificate of proof that all taxes have been paid on the parcel or parcels of land involved. During the months of January and February, the certificate will also need to be issued from the local tax collector. During the months of September and October, the certificate will also need to be issued by the school tax collector.

**COUNTY CLERK DEPARTMENT-MAP ROOM** located in the Orange County Government Center, 255 Main Street, 1<sup>st</sup> Floor. (845)291-2690

3. Bring the mylar and paper prints, receipt of payment from the Tax Map Department and certificate of paid taxes to the Map Room. The recording clerk will review the map making sure that all papers are in order. If acceptable for filing, a filed map number will be issued at this time. Checks for filing the map and additional prints must be made payable to the Orange County Clerk.