

Map Filing Requirements
Updated July 7, 2026
Resolution No. 165 – 2026

Filing Survey/Subdivision Maps and Obtaining Map Certificates

Subdividing your property or changing a lot line? You must get certificates from both the Lewis County Treasurer's Office and the Lewis County Real Property Tax Services Department before you can file your map with the Lewis County Clerk's Office.

Survey Map Requirements

1. One original mylar plus one paper copy must be submitted
2. Minimum size: 8 ½" x 11"
3. Maximum size: 34" x 44"
4. The map must be signed by the surveyor and their seal affixed
5. Certification from the Real Property Tax Services Department

Subdivision Map Requirements

1. One original Mylar plus one paper copy must be submitted
2. Minimum size: 8 ½" x 11"
3. Maximum size: 34" x 44"
4. Surveyor's certificate showing date of completion and making of the map, the name of the subdivision, and the original signature and seal of the surveyor on the map.
5. Planning board approval, where required, must appear on the map. Map must be filed within 62 days of the date of planning board approval. No copies of signatures are acceptable.
6. NYS Department of Health endorsement on map if subdivision consists of five or more lots which are five acres or less (Section 1115-1118 Public Health Law)
7. Required certifications (see below). Certifications must certify that all taxes are paid in full and signed by originating agency. (Section 334(3) Real Property Law)

Required Certifications

1. Lewis County Treasurer's Certification **or** a title company certificate issued by an abstract company, showing all taxes paid. *
2. Town tax certification if filing between January 1st and May 31st.
3. School tax certification if filing between September 1st and October 31st.
4. Village tax certification if filing between June 1st and October 31st.
5. Lewis County Real Property certification approving the filing of the map. The fee is \$10 to \$100 based on the number of lots. (Section 503 Real Property Tax Law)

*If taxes will be paid from closing proceeds, signature of attorney holding funds is required.

Certification Timetable

- **General Taxes** (County/Town) are collected from January 1st through May 31st for the current year only. After May 31st, taxes are payable at the Lewis County Treasurer's office.
- **Village Taxes** (if applicable) are collected from June 1st through October 31st for the current year only. After October 31st, taxes are payable to the Lewis County Treasurer's office until the day before Thanksgiving. Any village tax that remains unpaid after Thanksgiving will be added to the January 1st County/Town tax bill.
- **School Taxes** are collected by each school district from September 1st to October 31st for the current year only. After October 31st, taxes are payable to the Lewis County Treasurer's office until the day before Thanksgiving. Any school tax that remains unpaid after Thanksgiving will be added to the January 1st County/Town tax bill.
- All **Delinquent** taxes are collected year-round by the Lewis County Treasurer's Office with interest and penalties.

Certification and Filing Fees

Lewis County Real Property Tax Service fees for original, alteration, and abandonment maps: *

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| • One lot survey map | \$10 |
| • Two and three lot subdivision map | \$25 |
| • Four through nine lot subdivision map | \$50 |
| • Ten or more lot subdivision map | \$100 |

* Check should be made payable to the Lewis County Treasurer

Lewis County Clerk's Office fee for original, alteration, and abandonment maps: \$10 *

* Check should be payable to the Lewis County Clerk

Lewis County Real Property Department

Candy Akin, CCD, Real Property Director
Lewis County Courthouse
7660 N. State Street, Room 103
Lowville, New York 13367
Phone: 315-376-5336

Lewis County Clerk's Office

Jake Moser, Lewis County Clerk
Lewis County Courthouse
7660 N. State Street, Room 123
Lowville, New York 13367
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