

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: *

- | | |
|---|-------|
| • 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
Phone: 315-376-5333

The Lewis County Board of Legislators enacted **RESOLUTION NO. 165 - 2026** on July 7, 2026, pursuant to Real Property Law Section 334 and Real Property Tax Law Section 503, Subd. 7 authorizing fees. Such fee shall be paid by any person or corporation filing a map that necessitates any change upon the respective tax map.

Map Title _____

Municipality _____ Subdivision Approval Necessary ☐ Yes ☐ No

Planning Board Approval ☐ Yes ☐ No Map filing within 62 days ☐ Yes ☐ No

Tax Map Number(s) _____

Surveyor _____

Date of Map _____ Revision Date _____

Mapping Department reviewed the attached document and collected the fee as set forth below:

☐ Tax Search provided

All taxes paid to date ☐ Yes ☐ No

\$10 fee required for non-subdivision maps

- ☐ Original survey map
☐ Alteration or lot line adjustment map

\$25 fee required for one through three (1-3) lots

- ☐ Original subdivision map
☐ Alteration of subdivision or lot line adjustment map
☐ Abandonment of subdivision

\$50 fee required for four through nine (4-9) lots

- ☐ Original subdivision map
☐ Alteration of subdivision or lot line adjustment map
☐ Abandonment of subdivision

\$100 fee required for ten or more (10 – 10+) lots

- ☐ Original subdivision map
☐ Alteration of subdivision or lot line adjustment map
☐ Abandonment of subdivision

Check payable to Lewis County Treasurer – Account No. A0135500.326560 – Reference No. _____

Lewis County Clerk recording information. This certifies and approves the attached document with respect to compliance with Real Property Tax Law Section 503, Subd. 7 and Real Property Law Section 334. This does not certify the accuracy or completeness of the document.

Date: _____

Authorized Signor: _____
Lewis County Real Property Tax Services

7660 North State Street • Lowville, NY 13367 • 315-377-2000 • lewiscountyny.gov

NOTICE

The following municipalities have adopted subdivision regulations:

Town	Phone	Village	Phone
Denmark	315-493-3846	Castorland	315-376-3895
Greig	315-634-5790	Copenhagen	315-688-4229
Harrisburg	315-688-4193	Lowville	315-376-2834
Lewis	315-358-0001		
Lowville	315-376-8070		
Martinsburg	315-376-2299		
Montague	315-877-6670		
Osceola	315-599-8891		
Pinckney	315-408-5032		
Turin	315-348-8708		
Watson	315-376-3866		
West Turin	315-348-4141		

It is the responsibility of the property owner to contact the municipality for planning board approval, where required, prior to recording a subdivision map or deed that subdivides a parcel in the Lewis County Clerk's Office.

Pursuant to Section 1115-1118 of the Public Health Law, NYS Department of Health endorsement is required on subdivision maps that consist of five or more lots which are five acres or less. It is the responsibility of the property owner to obtain such endorsement prior to recording the subdivision map.

Per New York State Town Law 276, Section 11:

Filing of final plat; expiration of approval: "the owner shall file in the office of the county clerk or register such approved final plat or a section of such plat within **sixty-two (62) days** from the date of final approval or such approval shall expire."