

REFERENCE NOTES:

Following the Planning Board approval, some conditions of the approval may have to be executed before the chairman can sign the maps; most notably but not limited to, the payment of recreation fees (\$500 per 2nd and subsequent lots of the subdivision, unless on-site provisions for a recreation area have been approved). Once the fees have been paid, the maps may be submitted to the Planning Board office for the chair's signature.

Subdivisions are filed in the county clerk's office subsequent to obtaining the Planning Board chair's signature on the final maps. All the signed maps will be returned to you to bring to the county clerk's office for their stamp. The following procedure followed provides for the easiest filing:

1. You will need have prepared 2 mylar and 10 paper copies of the final approved subdivision maps.
2. Do not submit the maps for the chair's signature until you are prepared to file them with the county clerk together with any easement or maintenance agreem]ents within 60 days. This includes obtaining a paid tax statement from the various tax agencies (see next item #3)
3. Obtain a copy of a paid tax statement from
 - a. the town clerk for property taxes (if between January and June)
 - b. the county treasurer's office showing all prior years' tax payments, including property and school taxes.
 - c. the school tax collector for the current year's school tax payment (between September and the end of November)

Call the county clerk's office to ask about filing fees. The county office building is located at 244 Fair Street in Kingston.

Pertinent telephone contact numbers are:

County Clerk (845) 340-3288

Town Clerk (845) 691-8112

County Treasurer (845) 340-3431

School Tax Collector (845) 691-1018 or 1019

It is wise to contact the tax collectors at least one to two weeks to order the paid statements prior to the date you intend to file them at the county clerk's office, the date when they will be ready and if there is any charge for copies.

Ask the county clerk's office to stamp each copy of the map being filed (in the case of multiple sheet sets, only the top copy with the owner and chair's signatures needs to be stamped).

Once the maps are stamped and filed at the county, they will keep one (1) mylar and one (1) paper copy; one (1) mylar and five (5) paper copies should be returned to the Planning Board office, and the remaining copies are the applicant's for future use (you may find it advisable to provide your consultant with a final signed copy, if such services were used for the review).