

Gizelle J. Meeks
County Clerk/RMO
gmeeks@co.jefferson.ny.us

Jefferson County Clerk's Office
175 Arsenal Street
Watertown, NY 13601

Mandy M. Clermont
DMV Deputy County Clerk
315-785-3017

Ashley L. Gascho
Deputy County Clerk
agascho@co.jefferson.ny.us

Kimberly A. Hayden
Records Management Specialist
315-785-5149



Subdivision Map Requirements

Revised 01/2024

Pursuant to **Public Health Law Article 11, §1116**: No real property subdivision, or portion thereof shall be sold, offered for sale, leased, or rented until the map has been properly filed.

Below are the requirements to file such map in the office of the Jefferson County Clerk.

Filing Steps:

All maps MUST be filed with the County clerk within sixty (60) days of planning board approval or time frame set forth by the applicable local municipalities' subdivision law.

1. Map must be presented to Jefferson County Real Property.
2. Obtain a tax search from the County Treasurer, City Comptroller or Abstract and Title Company.
3. Complete a Jefferson County Survey Map Affidavit
4. Submit the following documents to the Jefferson County Clerk's Office with each map for filing:
 - Map (Note: Additional map copies may be time-stamped at the time of filing.)
 - Real Property Certificate **RPL §334 (3)**
 - Tax Search
 - Survey Map Affidavit
 - Filing Fee of \$10.00

Format Requirements:

Material - As of 06/2019 the Jefferson County Clerk's Office does **NOT** require maps to be printed on mylar.

Our office prefers maps be printed on paper, as it results in a more accurate image when digitized.

Size – Minimum of 8 ½" x 11", maximum of 34" x 44". **RPL §334 (2)**

Color – Please refrain from using lighter colors. All maps are digitized, and lighter colors are difficult to scan.

Required Signatures/Certifications:

1. Certification of Licensed Land Surveyor **RPL §334 (1)**
2. Town/Village City Planning Board Approval or "No Approval Necessary".
Town Law §278 (5), Village Law §7-732 (1)
3. Department of Health Approval or "No Approval Necessary" **PHL Art. 11 §1115-1118**
ONLY if the subdivision consists of five (5) or more parcels which are five (5) acres or less.