



Subdivision Filing Requirements Albany County

1. Real Property Tax Service Agency

112 State Street, Room 1350
Albany, NY 12207
518-487-5290

Obtain a Certificate stating that a fee (if any) has been collected as set forth in RPTL Section 503, Subdivision 7 for an original, alteration, abandonment or condominium

Bring 2 copies of map – 1 mylar and 1 paper which will be filed with the County Clerk

Cost – 1 through 3 lots subdivision \$ 25.00
4 through 9 lots subdivision \$ 50.00
10 or more lots subdivision \$100.00

2. Division of Finance

112 State Street -1st Floor
Albany, NY 12207
518-447-7082

Obtain a Certificate that taxes are paid
Cost \$25.00 (per parcel checked)

3. Albany County Clerk

16 Eagle Street
Albany, NY 12207
518-487-5100 or 5101

Mylar and Paper copy to be filed
Along with both Certificates (Division of Finance and Real Property Tax Service Agency)
Cost \$10.00