

What to do after your subdivision has been approved by the Town Planning board.

A minimum of 4 copies of the approved final subdivision map (two mylars copies and two paper copies) are supplied to the Planning board Chairman to sign and date. More copies for your own use can also be included for the Chairman to sign. This is recommended by not required

The 4 minimum copies are to be taken to the Albany County clerk's office for filing. One mylar and one paper copy are used for the filing at the County clerk.

The remaining mylar and paper copy will be time stamped by the County Clerk's office as proof of the subdivision filing for the town's records. The stamped copies are returned to the Town Building / zoning department for filing in the town's records. The subdivision is not complete till it has been filed at both the County clerk and Town building and zoning department.

Failure to properly file the subdivision with both the County clerk and Town within 62 days of approval could result in the subdivision approval to become null and void