



SARATOGA COUNTY REAL PROPERTY TAX SERVICES

CAROL D. HOLLEY
Director

October 22, 2007

Re: Subdivision maps

To Whom It May Concern:

In recent years the numbering scheme on subdivision maps has become increasingly confusing. Several years ago the Department of Health (DOH) began requiring a number unique to DOH to be added to each subdivision lot for their reference. Also, many towns require postal/911 numbers on subdivision maps. However, the "realty subdivision" lot number, which is the number shown on the tax maps and the number which should be used to transfer property, is sometimes omitted from the subdivision maps.

On April 5, 2007 a meeting was held to discuss the numbering scheme on subdivision maps. Present at the meeting were: Mike Shaw and Tom Suozzo (DOH); Paul Lent (Saratoga County Emergency Services); Jason Kemper (Saratoga County Planning Director); Cheryl Reed (Town of Clifton Park); Robert Roeckle (Town of Wilton); Carol Holley, Amy Frederiksen and Anna Stanko (Saratoga County Real Property). The following procedure was devised and should be followed by all parties that create and review subdivision maps in Saratoga County.

- ❖ A specified "DOH number" will no longer be required on subdivision maps.
- ❖ A unique number must be assigned to each lot. This number will be known as the "realty subdivision lot number" and will be referred to in a legend as such. This number must be shown on each lot on the surveyor's portion of the subdivision plan. If there is more than one Phase to a project, the lots will be numbered consecutively from one phase to the next, i.e. if phase one has 47 lots, each one will be numbered 1 to 47 and Phase Two will begin with Lot 48. **The realty subdivision lot number must be the most visibly prominent number shown within the lot.**

- ❖ Open spaces and Home Owner's Associations within the subdivision should be assigned a Realty Subdivision lot number. This designation will be helpful for reference by DOH as well as for transferring title.
- ❖ If a municipality requires a postal/911 address or number, that may be added as a number within a symbol (other than the one used for the realty subdivision lot) or, for example, as "79 Dublin Drive." If a symbol is used for the postal address it should also be clearly identified in the legend.

Please call with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Anna Stanko".

Anna Stanko
Senior Tax Map Technician