

REAL PROPERTY TAX PROCEDURE TO OBTAIN A PART OF PARCEL CERTIFICATE

- A.** FEE FOR THE PART OF PARCEL CERTIFICATE IS \$25.
- B.** CERTIFICATE WILL **ONLY** BE ISSUED FOR THE DOCUMENT (DEED AND/OR SURVEY) THAT IS PROVIDED AT TIME OF PRESENTING. IF LATER THE OTHER DOCUMENT IS PRESENTED THAN THE \$25 FEE WILL BE REAPPLIED. *It is recommended to have both documents presented so that you do not have to pay the fee twice.*
- C.** NEED TO BRING DEED WITH DESCRIPTION TO REAL PROPERTY TAX SERVICE AGENCY OFFICE TO BE REVIEWED. ALSO IF SURVEY IS BEING FILED WITH ABOVE DEED, NEED A COPY TO REVIEW AS WELL.
- D.** MAKE SURE THAT THE SURVEY HAS PLANNING BOARD LETTER OF OR STAMPED WITH APPROVAL, IF NOT CERTIFICATE WILL NOT BE ISSUED. THIS IS ONLY REQUIRED FOR THE MUNICIPALITIES THAT HAVE PLANNING BOARD SUBDIVISION REGULATIONS. *See attached list of municipalities with regulations.*
- E.** SURVEY MUST HAVE SURVEYORS STAMP AND SIGNATURE.
- F.** DEED DESCRIPTION MUST BE CORRECT AND MATCH SURVEY IF TOGETHER.
- G.** ONLY ORIGINAL CERTIFICATE FILLED OUT IN "BLUE" INK WILL BE ACCEPTED TO FILE DOCUMENTS AT CLERK'S OFFICE (DEED AND/OR SURVEY).

Once the certificate is issued, you will need to go see the Steuben County Finance Office to get a tax search that is required by Clerk's Office to accompany the **SURVEY ONLY**.

*****NOTICE*****

***THE FOLLOWING MUNICIPALITIES HAVE ADOPTED
SUBDIVISION REGULATIONS.***

***YOU SHOULD CONTACT THEM FOR SPECIFIC
REQUIREMENTS PRIOR TO RECORDING THE SURVEY AT
THE COUNTY CLERKS OFFICE.***

<u><i>Town</i></u>	<u>Phone</u>	<u><i>Village</i></u>	<u>Phone</u>	<u><i>City</i></u>	<u>Phone</u>
Avoca	566-2152	Avoca	566-8511	Hornell	324-7421
Bath	776-7013	Bath	776-3811		
Campbell	527-8280	Cohocton	585-384-5252		
Caton	524-6303	Hammondsport	569-3700		
Corning	936-6114	North Hornell	324-7894		
Erwin	936-3652	Riverside	962-0301		
Fremont	324-7786	Savona	583-2124		
Hornby	962-0683				
Hornellsville	295-9660				
Howard	566-2554				
Lindley	523-8816				
Pulteney	868-4222				
Urbana	569-3743				
Wayne	292-3450				

** All Area Codes are (607) unless noted.