

AFTER SUBDIVISION APPROVAL...

Now that the City of White Plains Planning Board has approved your subdivision, it must be filed with the Westchester County Clerk's Office - Division of Land Records. Your subdivision is not official until that is done. Attached is a description of the County requirements for filing the subdivision map. Your responsibilities are as follows:

1. Have your surveyor make any changes to the subdivision map that are required by the Planning Board in the approval resolution. The surveyor must sign and seal the final (mylar) map. You must then sign the map.
2. Bring the mylar map to me at the Planning Department. I will get signatures from the Commissioner of Public Works, and the Planning Board Chairman.
3. You must bring the map and a copy of the approval resolution to the Westchester County Department of Health in Mount Kisco. (See additional Health Department requirements on Page 3.) Allow two to four weeks for the map to be reviewed and approved by that office.
4. When the Health Department has reviewed and signed the map, you must pick it up and bring it back to Eileen in Planning. I will have the Receiver of Taxes sign the map, and I will then call you to come pick up the map. At that time you must pay any remaining subdivision fees due to the City of White Plains. Refer to the Subdivision Regulations Section 9.4.10 for the fee amounts.
5. You must then get a mylar copy made of this map, and four blueprint/paper copies (one copy for your records). Your surveyor may provide copying services, or you can use one of several local blueprint copying businesses.
6. Bring the mylar copy of the map, along with three of the blueprints, to the Planning Department.
7. Bring the mylar map with the original signatures and surveyor's seal, to the Westchester County Clerk - Division of Land Records, located at 148 Martine Avenue, White Plains, New York. You should ask for a receipt that states the County map file number to keep for your records.
8. The County Clerk also requires that you submit a title report from a title search or abstract company, which will verify that you own the property. This report must dated *after* the Planning Board Chairman's signature, and *not more than 45 days before filing* the map with the County Clerk. You should contact a title company and schedule the search report according to this time frame.

The County Clerk will send a letter to the City of White Plains Assessor confirming receipt of the map. The Assessor will then assign a tax assessment number.

Please be advised that the subdivision map must be filed with the County Clerk within 90 days of the date of the Planning Board Chairman's signature.

COUNTY CLERK REQUIREMENTS FOR FILING SUBDIVISION MAPS

Maps and Plats

- 1) Must be on linen or mylar transparency
- 2) Must be no larger than 36" x 48" or smaller than 8½" x 11"
- 3) Must be clear and reproducible
- 4) Must have the title of the subdivision and location
- 5) Must have a location map
- 6) Must have the date map was drafted
- 7) Must have the block number and sheet number of the Westchester County Index System
- 8) Must have the tax designation reference
- 9) Nothing may be printed in pencil
- 10) No paste-ups are permitted on the map

Signatures on the Map

After Planning Board Approval of a Subdivision, the following signatures must be obtained in the stated order:

Surveyor's original signature with original seal

- 1) Owner(s)
- 2) City of White Plains Commissioner of Public Works
- 3) Planning Board Chairman - must be within 90 days of filing with the County Clerk
- 4) City of White Plains Receiver of Taxes - must be on or after Planning Board signature date, but within 45 days of filing with the County Clerk
- 5) Westchester County Department of Health (see attached documents)

All signatures must be in black ink. All signatures and seals must be original.

Reminder: The County Clerk also requires a title report prepared by a Title or Abstract Company. This report must be dated after the Planning Board Chairman's signature not more than 45 days before filing the map with the County Clerk.

Please be advised that the Building Department will not issue any building permit until the subdivision map is filed with the County Clerk.

Please call Eileen McClain at 422-1252 if you have any questions.

COUNTY HEALTH DEPARTMENT REQUIREMENTS FOR SIGNATURE

It is the applicant's responsibility to bring the map to the County Board of Health for the appropriate signature.

The following items must be presented to the Health Department with your map:

- One mylar copy of the map and four paper (blueprint) copies of the map with City signatures. This means that after you pick up the map from City Hall, you should have two copies made before going to the Health Department.
- Application and Information Relating to Realty Subdivision (form attached).
- Letter from the City of White Plains Commissioner of Public Works stating that there is adequate water and sanitary sewer service to serve the lots.
- Signed subdivision approval resolution.

Be advised that the Health Department charges approval fees according to the attached schedule.

The address is:

Westchester County Health Department
118 North Bedford Road, 1st floor, Room #100
Mount Kisco, NY 10549

Directions: 684 to Exit 4. Make a left at the exit, onto Route 172 (South Bedford Road). Make a right onto McLain Street. Make a left onto Barker Street. Make a left onto North Bedford Road. The building is located at the corner of North Bedford Road and Barker Street.

Telephone Number: 864-7333

Fax Number: 864-7341

An alternative address is:

Westchester County Health Department
145 Huguenot Street
New Rochelle, NY 10801

Telephone Number: 813-5133