

How to get a Subdivision Map Plat Stamp Certifying that County and School Taxes have been Paid.

What to bring with you:

1. Two copies of your approved subdivision map plat, typically printed on mylar.
2. Copies of the latest paid tax receipts for all parcels of land included within the subdivision. This would include the school tax receipts, county tax receipts, as well as village tax receipts if applicable. For subdivisions located within the City of Buffalo copies of the latest paid county tax receipts and latest paid city tax receipts.

Procedure:

1. Appear between the hours of 8:30 AM and 3:00 PM on a weekday (non-Holiday) at the Rath Building (95 Franklin Street) 1st Floor Room 100 (Real Property Tax Services).
2. Press the bell button for service, and request that a subdivision map plat be stamped certifying taxes have been paid.
3. A tax mapping staff member will then take your map plats and tax receipts and verify that the tax receipts and map plat match. A search will be conducted for back taxes. If no back taxes are found and no current tax is due two copies of the map plat will be stamped as certified that county and school taxes have been paid. This procedure can take some time, please be prepared to wait, typically less than one half hour.
4. The map plats and tax receipts will be returned to you. If the map plats cannot be stamped, an explanation as to why will be given.