Ulster County Procedures for Obtaining Tax Certificates and Map Certificate for Filing of Subdivision Maps

Finance Department (FD)	request tax certificate(s) from FD one day ahead FD emails preliminary tax certs to RP	1a. If uncertain of SBL numbers, consult RP to verify	Real Property (RP)
(FD)	2. FD emails preliminary tax certs to KF	2a. RP reviews tax certs and contacts map filer for appoinment	(KF)
County Office Building Fourth Floor, Tax Area		3. RP meets with map filer to review map & prepare map cert & bill	County Office Building Fourth Floor
845-340-3431	4. map filer pays for map cert and tax certs at FD	5. map filer brings reciept to RP to pick up map cert	845-340-3490

