









FINANCE
NEW YORK
 THE CITY OF NEW YORK
 DEPARTMENT OF FINANCE

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DEPARTMENT OF FINANCE
Office of the Surveyor
 Checklist
 for
APPORTIONMENTS of IMPROVED LAND



The Following Are Required To Apportion Tax Lots in New York City:



1. **RP-604 (Official Application)** → Request for a tentative lot number(s). Must be prepared by a licensed architect or engineer. 
2. **Subdivision Survey** → Prepared by a licensed land surveyor. 
3. **Recorded Deed for Land to be Apportioned** → Copy of a recorded deed. If the deed lacks a metes and bounds description, but refers only to a filed map, provide a current metes and bounds description which must be prepared by a licensed surveyor. 
4. **Real Estate Tax Clearance** → Lots to be subdivided must have no outstanding taxes, charges or tax liens for prior tax years. Real estate taxes for the current tax year must be paid up for a minimum of six months from the date of application. 
5. **Fee** → Once items 1 through 4 are completed, the Surveyor's Office will issue a bill to be paid at a City Collector/Business Center. 
6. **RP-602 (Authorization for Apportionment/Merger)** → After items 1 through 5 are completed and reviewed, applicants will need to sign a **RP-602** to authorize apportionment. 
7. **PW-1 Form** → This is completed by a licensed architect or engineer and approved by the Department of Buildings. 