

How to Request a Release of Tax Clearance Security

Contact the Office of the Clerk of the Board at:

Email: recordsunit@cob.sccgov.org

Phone: (408) 299-5001

Include the following in your request:

- APN(s)
- Fiscal Tax Year
- Forwarding Address

When your request is received, the Clerk of the Board's Records Unit will contact the Department of Tax and Collections for confirmation of paid status.

Once we have confirmation, the security can be released.

Turnaround time is generally 1 – 2 business days; cashier's checks held in trust can take up to 10 days to process.

The County of Santa Clara required that any taxes due at the time of recording a subdivision map be secured with the Clerk of the Board.



Department of Tax and Collections
County Government Center
70 West Hedding Street
6th Floor, East Wing
San Jose, CA 95110

Phone: (408) 808-7900
Email: sctax@fin.sccgov.org



County of Santa Clara
Department of Tax and Collections

Recording a Subdivision Map

What's Next?



Steps in the Process...

Step 1:

Obtain a Subdivision Tax Clearance Letter

Department of Tax & Collections, 6th Floor, East Wing
(408) 808-7900 / scctax@fin.sccgov.org

*Consult with the customer service team to determine if the parcel or tract you are working with has taxes due.

Taxes are or will be due.

No taxes are or will be due.

Pay taxes in full.

Obtain a **Subdivision Tax Clearance Letter** stating the amount of security required.

Obtain a **Subdivision Tax Clearance Letter** stating that no taxes are due.

Step 2:

Obtain a Certificate of Tax Clearance

Clerk of the Board, Records Unit, 10th Floor
(408) 299-5001 / recordsunit@cob.sccgov.org

**Please call ahead or email for an appointment time.
Provide your Subdivision Tax Clearance Letter to the COB Record's Unit to obtain a Certificate of Tax Clearance.*

Provide your **Subdivision Tax Clearance Letter** along with your chosen security & other required documents.

Provide your **Subdivision Tax Clearance Letter**.

Email the Records Unit at the Clerk of the Board at recordsunit@cob.sccgov.org to request an appointment to exchange documents.

Obtain your **Certificate of Tax Clearance** from the COB's Record's Division.

Step 3:

Record your map

Office of the Clerk-Recorder, 1st Floor
(408) 299-5688 / ClerkRecorder@rec.sccgov.org

*Please call ahead for an appointment time. Bring your map, Certificate of Tax Clearance, and any other required documents

Requirements

To obtain the Subdivision Tax Clearance Letter:	Contact the Department of Tax and Collections at (408) 808-7900
To obtain the Certificate of Tax Clearance:	You will need to provide the original Subdivision Tax Clearance Letter and a copy of the Sub-Division Guarantee. If you are required to provide security for taxes that are due or will be due, the instructions for Disposition of Security, and the Security.
To record your map:	The Clerk-Recorder requires the Original Mylar Map, original Subdivision Guarantee, and the Tax Clearance Certificate from the Clerk of the Board, Record's Unit.

Required Documents

Subdivision Tax Clearance Letter:	Obtained from the Department of Tax and Collections after determining if taxes are or will be owed on a tract or parcel map. This is required to obtain a Tax Clearance Certificate.
Certificate of Tax Clearance:	Obtained from the Clerk of the Board's Records Unit, and required by the Clerk-Recorder to record your map. Original required by the Clerk-Recorder.
Subdivision Guarantee	Required document detailing the legal owner(s) in order to complete your Certificate of Tax Clearance. Copy required by the Clerk of the Board's Records Unit. This is normally provided by the title company.
Security	The required amount of security funds to be held, against taxes that are due or will be due, and detailed on the Subdivision Tax Clearance Letter along with the acceptable forms of payment.
Instructions for Disposition of Security	A required form telling the Office of the Clerk of the Board what type of security, if any, is being furnished and how to process it in the future. Commonly referred to as the "Recording of Maps Document" Original required by the Clerk of the Board, Records Unit. Obtained from the Office of the Clerk of the Board Records Unit.

FAQs

Q: Where can I find more information on fees and other requirements to record a subdivision in Santa Clara County?

A: Contact the Clerk-Recorder's Office, Recording Unit at (408) 299-5688, the Planning Office at (408) 299-5770, and/or the Department of Tax and Collections at (408) 808-7900.

Q: How long will it take to obtain a Subdivision Tax Clearance Letter from Department of Tax and Collections?

A: It can take up to 7 business days to review your tract or parcel map and provide you with the Tax Clearance Letter.

Q: How long will it take to obtain a Certificate of Tax Clearance from the Clerk of the Board, Records Division?

A: The Office of the Clerk of the Board has up to 48 hours to provide a Certificate of Tax Clearance. To expedite the process please email the required documents to the Clerk of the Board in PDF form so that they may process the documents in advance.

Q: What type of security is acceptable to obtain a Certificate of Tax Clearance?

A: The types of acceptable security are listed on the Tax Clearance Letter. They are:

- Cashier's Check
- Passbook / CD / Letter of Credit
- Surety Bond

Q: Where can I get the "Instructions for Disposition of Security" document and why do I need it?

A: It can be obtained from the Clerk of the Board, Records Division and is needed when you are required to post security. This document is commonly referred to as the "Recording of Maps" document.

Q: How long will it take to record my map at the Clerk-Recorder's Office?

A: This depends on the map being recorded. Contact the Clerk-Recorder's Office at (408) 299-5688.

Q: How do I retrieve my security once taxes have been paid?

A: See the reverse side of this pamphlet.