



APPLICATION FOR MINOR SUBDIVISION

Application #: _____ Date: _____ Fee Paid: _____ **All Checks Must Be Bank Certified or Attorney Escrow Account Checks*

1. Location of Property: _____

Section: _____ Block: _____ Lot(s): _____

2. Type of Subdivision: 2-lot 3-lot 4-lot Lot-line adjustment Other: _____

3. Name and Address of Record Owner: _____

Email Address: _____ Tel. #: _____

4. Name and Address of Owner's Attorney: _____

Email Address: _____ Tel. #: _____ Fax #: _____

5. Name, Address and License No. of Engineer / Land Surveyor: _____

6. Property Zoning: _____ Zoning Municipality: _____

7. Will the proposed subdivision necessitate any new or modified public improvements? Yes No

8. Proposal includes a connection to public sanitary sewers? Yes No If so, what sewer district? _____ New sewer main required to serve the proposed lots/units? Yes No

9. Proposal to be served by public water supply? Yes No If so, what water district(s): _____ New water main required to serve the proposed lots/units? Yes No

10. Will the proposed subdivision present any material, drainage or slope changes? Yes No

11. Is the property on or contiguous to a special groundwater protection area? Yes No

12. Is the property part of or contiguous to a subdivision that was approved within the past three years? Yes No

13. *Applicant states that the subdivision is less than five (5) units, parcels or lots, and that each proposed lot complies with applicable local zoning, or approved variances.*

Sworn to before me this: _____ day of _____, 20 _____ Owner: (signed) _____

Notary Public:



Minor Subdivision or Lot-line Adjustment Required Materials Checklist

1. The completed Minor Subdivision or Lot-Line Adjustment Application Form – to be executed with appropriate acknowledgement filled out by a Notary Public for all property owners of record.
 2. Copies of any variances granted by local municipalities for any properties included in the proposed subdivision, or if applicable, a letter of zoning compliance from any local municipalities.
 3. Ten (10) prints of the Minor Subdivision Survey (*see map requirements*), in accordance with Section IV (A) of the Nassau County Planning Commission Regulations for the Subdivision of Land, prepared by a licensed surveyor, with appropriate professional seal and signature.
 4. Five (5) prints of the radius map (*see map requirements*), in accordance with Section IV (B) of the Nassau County Planning Commission Regulations for the Subdivision of Land, prepared by a licensed surveyor, professional engineer, architect, or landscape architect (with appropriate professional seal and signature).
 5. A digital copy of all required composite plans, maps / surveys, the EAF, disclosure of interest form(s), authorization form, and any other requested documents in pdf format.
 6. Record of deeds on file with the Clerk of Nassau County for all properties included in the proposed action, certified and signed by the Clerk.
 7. A recent (within 30 days of the date of application) Certificate of Title from a licensed New York State title insurance company, for the following searches:
 - a. All current owners of record;
 - b. All current mortgage or lien holders;
 - c. All covenants and restrictions, along with a copy of all such covenants and restrictions; and
 - d. All recorded easements.
 8. All required fees, pursuant to Nassau County Planning Commission Regulations for the Subdivision of Land, Section XII (Commission Fee Schedule). *All checks must be certified by a bank, or written on an attorney's escrow account.*
 9. A Disclosure of Interest Statement.
 10. (*It is a FINEABLE Violation of Nassau County Ordinance to Advertise / Sell property not yet subdivided*)
 11. Environmental Assessment Form (Short or Full), as required by the Department.
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12. If applicable, a letter or resolution of approval of subdivision from any other municipality with subdivision jurisdiction over the subject property.
 13. If applicable, notarized authorization form signed by all record owner(s) authorizing certain agents (such as attorneys) to appear before the Commission
 14. If applicable, signed application for variance(s) from the subdivision regulations.
 15. If applicable, a statement from all applicable municipalities that all proposed private streets complies with all applicable regulations.
 16. In the case of an application involving a proposed Panhandle Lot, a statement from the applicable Fire District incorporating any recommendations, if any.
 17. If applicable, a storm-water management plan, in accordance with all applicable regulations, pursuant to Nassau County Planning Commission Regulations for the Subdivision of Land, Section III (G).



Minor Subdivision Map Requirements

A. Minor Subdivision Survey (or Lot Line Adjustment Survey), showing the following:

1. Street and lot layout covering the entire property.
2. Scale of the drawing – twenty (20) feet to the inch is required.
3. A topographic survey, grading / drainage plan may be required at the discretion of the Department.
4. The names of the city, incorporated village or unincorporated community, town and county in which the subdivision is located.
5. Name and address of record owner and proposed subdivision applicant.
6. Name, license number and seal of licensed land surveyor.
7. Tax map description according to Nassau County Tax Map.
8. True or accurate magnetic north point and date taken.
9. Location of any existing and proposed buildings, driveways and garages (if requested), proposed retaining walls, water courses, streams, ponds and other essential existing features; as well as easements, rights-of-way or other encumbrances.
10. Established and existing elevations on existing streets.
11. All parcels of land proposed to be dedicated for public use, including but not limited to parks and playgrounds.
12. Boundaries of proposed easements over, under, or through private property. Proposed easements shall be not less than ten (10) feet in width and shall provide satisfactory access to an existing public highway or other public open space shown on the survey.
13. Proposed lot lines with approximate dimensions, legal boundary descriptions and lot areas.
14. Total number of acres and total number of lots in proposed subdivision.

B. Radius Map: The radius layout is to include all properties, including dimensions and areas (sq. ft.), names of owners of record of adjoining properties, addresses and uses of adjacent lands. This information shall be shown for the areas extending at least **two hundred (200) feet beyond the outer-most boundaries of the proposed subdivision. The radius map *shall also include:***

1. A three hundred (300) foot radius, indicating location of any and all municipal boundaries.
2. The applicable use districts, including any special overlay districts, of applicable zoning laws, rules and regulations, and the boundaries of such districts, as affect the area to be subdivided and also the area extending two hundred (200) feet beyond outer-most boundaries of the proposed subdivision. A zoning schedule shall also be shown on the radius map depicting permitted versus proposed.



SCHEDULE OF FILING FEES – 176-2015

Application Or Filing		Fee
Minor Subdivision Applications, including Lot Line Adjustments		Residential - \$1200 per lot or unit; Non-residential - \$1700 per lot or unit; Lot Line Adjustments - \$600
Major Subdivision Applications	Preliminary Map Applications	Residential - \$1200 per lot or unit; Non-residential - \$1700 per lot or unit
	Final Map Applications	\$4,000 per map section filed
Amended Map Applications		\$1200
Appeals to the Planning Commission		\$1200
Condominium or Cooperative Conversion Exception Letter Requests		\$200
Variance from Commission Regulations		Residential - \$1200 per variance; Non-residential - \$1700 per variance
Bond and Cash Escrow Filing Fee		\$1200
Reduction of Bond or Escrow		\$1200
Release of Bond or Escrow		\$1200
Extension of Time to File Map or Deeds		\$1200
Certified Copy of a Resolution		Pursuant to applicable law
Environmental Assessment Form (EAF) Filing Fee		\$1200
Draft Environmental Impact Statement (DEIS) Filing Fee		\$2,000 per acre
Final Environmental Impact Statement (FEIS) Filing Fee		\$4,000 per acre
Supplemental Environmental Impact Statement (SEIS) Filing Fee		\$4,000 per acre
Inspection Fee		12% of the cost of the required public improvements and utilities, or of their estimated cost, as established by the Commission
Miscellaneous		\$1000
Re-Hearing		\$1000

DEPARTMENT OF PUBLIC WORKS:

(Must be separate check payable to "Treasurer, Nassau County")

Preliminary Review	\$7,000 + \$300 per lot/unit
Subsequent Preliminary Review(s)	\$700
Final Review	\$700
Subsequent Final Review(s)	\$700

Note: All checks (except Nassau County DPW) must be bank certified or attorney escrow account checks, and made payable to the "Treasurer, Nassau County"

Effective: 1.1.16



Disclosure of Interest

IN THE MATTER OF THE APPLICATION OF

Affidavit of Certification by Applicant
Pursuant to the Provisions of Section 809
of the General Municipal Law

BEFORE THE NASSAU COUNTY PLANNING
COMMISSION

STATE OF NEW YORK)
 ss.
COUNTY OF NASSAU)

_____ being duly sworn, deposes and says:

- ▶ That your deponent is 21 years of age or over;
- ▶ That your deponent is an Officer/Member or Agent of _____

Applicant(s) and who is (are) the owner(s) in fee (contract vendee) (lessee) or describe another category:

Of the premises referred to in the application, and is interested in the outcome thereof (except as otherwise stated), and there is (are) no other person(s) interested either in the fee ownership, or as holder of an encumbrance upon the property;

- ▶ That your deponent's home address is _____

- ▶ That your deponent is an Officer _____
(indicate Official Title above)

of _____, a corporation duly organized and existing under and by virtue of the laws of the State of New York, with its principal place of business at: _____

- ▶ That the identities of all of the Officers, Directors and shareholders of the corporation* are as follows:

	<u>Names</u>	<u>Addresses</u>
<u>Officer:</u>	_____	_____
	_____	_____
<u>Directors:</u>	_____	_____
	_____	_____
<u>Shareholders:</u>	_____	_____
	_____	_____

* Where the Corporation is not listed on the New York or American Stock Exchange.

Your deponent is a partner (sole member) of _____

a co-partnership (limited partnership), having a principal place of business at: _____

comprising the following named partners whose addresses are set opposite each partner's name:

<u>Name</u>	<u>Home Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

No State Officer or any Officer or employee of Nassau County, or municipality therein, is interested in the favorable exercise of discretion or the Commission in the above-entitled proceeding, except as follows:

<u>Name</u>	<u>Position</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is the owner/applicant or any of principals or employees of your firm (or the authorized representative for the owner/applicant) currently doing business with the County of Nassau, a contractor / vendor of the County of Nassau; and/or is the owner/applicant or any of the principals or employees of your firm a Relative of a County officer or employee (as defined by the Nassau County Code of Ethics *) or have any familial relationship with any County officer or employee that may create a conflict of interest or the appearance of a conflict of interest in bringing a subdivision application before the Nassau County Planning Commission for consideration?

* Pursuant to the Nassau County Code of Ethics, a Relative is defined as a mother, father, son, daughter, sister, brother, stepmother, stepfather, stepson, stepdaughter, aunt, uncle, cousins in the first and second degree of consanguinity, domestic partner, mother-in-law, father-in-law, sister-in-law, brother-in-law, and grandparents and a County Officer or employee includes the officers and employees of any agency of the County, in addition to any officer who is appointed pursuant to law, by the County to serve any other entity unless such person is subject to the Public Officers Law and the oversight of the State Ethics Commission or is otherwise exempt from the local ethics code.

_____ Yes _____ No.

If "Yes", please describe:

(Signed)

(Print Name)

(Signature)

Sworn to before me this _____ day
of _____, 20 ____ .

Notary Public



AUTHORIZATION FORM

DATE _____

I / WE _____

HEREBY AUTHORIZE _____

IN COMPLIANCE WITH APPLICABLE COUNTY AND STATE LAWS, TO REPRESENT ME/US AND
ACT AS MY/OUR AGENT IN ALL RESPECTS (INCLUDING, BUT NOT LIMITED TO, GRANTING
ADJOURNMENTS AND EXTENSIONS OF TIME) FOR THE SUBDIVISION OF THE PROPERTY
LOCATED AT _____

AND DESIGNATED ON THE NASSAU COUNTY LAND AND TAX MAP AS

SECTION _____, BLOCK _____, LOT(S) _____.

Sworn to before me this: day of , 20 Owner: *(signed)* _____

Notary Public:

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)