



INCORPORATED VILLAGE OF MANORHAVEN
"THE PEARL OF MANHASSET BAY"

33 Manorhaven Boulevard
Port Washington, New York 11050
Phone: (516) 883-7000; Fax: (516) 439-5574
www.manorhaven.org

**INSTRUCTIONS FOR FILING FOR A SUBDIVISION BEFORE THE
PLANNING BOARD**

1. FILL OUT SUBDIVISION APPLICATION (1 ORIGINAL & 9 COPIES REQUIRED)
2. CURRENT SURVEY
3. PROPOSED SURVEYS
4. CURRENT DEED OR PROOF OF OWNERSHIP
5. IF AGENT/ ATTORNEY-LETTER OF AUTHORIZATION, PERMITTING AGENT TO SUBDIVIDE PROPERTY, **NOTARIZED SIGNATURES** OF OWNER AND AGENT.
6. PHOTOGRAPHS OF CURRENT PROPERTY
7. ENVIRONMENTAL ASSESSMENT FORM
8. WAIVER LETTER FROM NASSAU COUNTY PLANNING COMMISSION
9. APPLICATION FEES: All applications for subdivision with property under 5 acres, the fee shall be \$3,500. For an application involving property of five or more acres, the fee shall be \$10,000.
10. DEPOSIT: Section 64-6A Village Code, "With respect to subdivision applications or partition applications or change of use applications involving property of one or more acres, the applicant shall deposit with the Village Clerk, the sum of \$2,000 per lot or the sum of \$15,000, whichever is less, as a deposit to pay the cost and expenses of a land use planner in connection with the subdivision application or partitioning application. The amount shall be replenished as necessary consistent with Section 64-4."
11. PROVIDE 200 FT RADIUS MAP
12. LIST OF OWNERS WITHIN 200 FT OF SUBJECT PROPERTY
13. MAIL NOTICE OF PROPOSED HEARING TO RESIDENTS CERTIFIED RETURN RECEIPT



INCORPORATED VILLAGE OF MANORHAVEN
"THE PEARL OF MANHASSET BAY"

33 Manorhaven Boulevard
Port Washington, New York 11050
Phone: (516) 883-7000; Fax: (516) 439-5574
www.manorhaven.org

SUBDIVISION APPLICATION BEFORE THE PLANNING BOARD

1. APPLICATION # _____ FEE _____ DATE _____
2. LOCATION OF SITE _____
Address _____
N.E.S.W. _____ ft N.E.S.W. _____

3. SECTION _____ BLOCK _____ LOTS _____
4. USE DISTRICT _____
5. APPLICANTS (OR OWNERS) NAME _____
ADDRESS _____
TELEPHONE _____
6. ATTORNEY _____
ADDRESS _____
TELEPHONE _____
7. AREA OF EXISTING LOT _____
8. PROPOSED NUMBER OF LOTS _____
9. PROPOSED AREA EACH LOT _____
10. NAME OF SURVEYOR _____
11. PROPOSED ACREAGE _____
12. WILL A CHANGE OF ZONE BE REQUESTED? _____ LIST ZONE _____
13. WILL THERE BE ANY VARIENCES? (LIST) _____

14. LAND IS HELD BY OWNER-DEED- DATE (ATTACH COPY) _____
15. RECORDED NASSAU COUNTY CLERKS OFFICE ON _____
IN LIBER _____ OF DEEDS AT PAGE _____

**SUBDIVISION APPLICATION BEFORE THE PLANNING BOARD
CONTINUED**

16. CURRENT USE OF SITE _____

17. DESCRIBE PROPOSED USE (**ATTACH LETTER OF DESCRIPTION**)

18. HAVE PHOTOGRAPHS BEEN PROVIDED _____

19. WILL BUILDINGS ON PROPERTY BE DEMOLISHED? (LIST) _____

20. IF BUILDINGS ARE TO REMAIN PROVIDE ZONING DATA (**ATTACH SHEET**)

21. IS PROPERTY IN FLOOD ZONE (LIST ZONE) _____

22. DOES PROPERTY FALL WITHIN 300' OF AN UNINCORPORATED AREA OF THE TOWN
OF NORTH HEMPSTEAD? _____

23. HAS NASSAU COUNTY PLANNING COMMISSION BEEN NOTIFIED? _____

24. DESCRIBE ENVIRONMENTAL IMPACT (**LIST**) _____

25. IF NEGATIVE IMPACT, DESCRIBE _____

26. LIST TYPE OF ACTION _____

27. DATE PRELIMINARY APPROVAL _____ FINAL APPROVAL _____

One of the following affidavits must be completed

Affidavit to be completed by Owner other than Corporation

**STATE OF NEW YORK
COUNTY OF NASSAU:**

_____ Being duly sworn, deposes and says he is the owner in fee of the property described in the foregoing application. That the statements contained therein are true to the best of his knowledge and belief.

Sworn to before me this _____ day of _____ 20____

Notary Public

STAMP

Affidavit to be completed by Corporation Owner

**STATE OF NEW YORK
COUNTY OF NASSAU:**

_____ Being duly sworn, deposes and says he resides at _____
_____ in the County of _____ and State of _____

That he is the _____ of _____
the Corporation which is owner in fee of the property described in the foregoing application for consideration of preliminary layout, and that the statements contained therein are true to the best of his or her knowledge and belief.

Sworn to before me this _____ day of _____ 20____

Notary Public

STAMP

Affidavit to be completed by Agent of Owner

**STATE OF NEW YORK
COUNTY OF NASSAU:**

_____ Being duly sworn, deposes and says (s)he is the agent named in the foregoing application for consideration of the preliminary layout, that he has been duly authorized by the owner in fee to make application and that the foregoing statements contained therein are true to the best of his or her knowledge and belief.

Sworn to before me this _____ day of _____ 20____

Notary Public

STAMP