



INCORPORATED VILLAGE OF LINDENHURST

430 SO. WELLWOOD AVENUE - LINDENHURST, NEW YORK 11757

SUBDIVISION APPLICATION AND INFORMATION

The enclosed set of papers include application forms and instructions to apply for subdivision of land within the Village of Lindenhurst. Please review this package with the Planning Department to ensure that all the necessary forms are included.

The filing fee for a subdivision application is \$500.00.

Upon subdivision approval, a monetary dedication, in the amount of at least \$2,000.00 per residential unit, in lieu of a physical reservation of land for parks and playground and recreational purposes will be required.

For further information, contact the Village Planning Board at (631) 957-7500



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SUBDIVISION REQUIREMENT AND INSTRUCTION SHEET

1. **The following items must be submitted to the Building Department:**
 - a. Subdivision application completely filled out and notarized.
 - b. Full Disclosure Affidavit completely filled out and notarized.
 - c. Filing Fee (based on the number of plots or acreage).
 - d. Copy of Deed.
 - e. Written Metes and Bounds descriptions of the **overall** plot, and each **individual** plot.
 - f. Twelve (12) overall surveys, (**signed and sealed by a licensed surveyor**).
 - g. Letter from applicant stating style/type of house(s) to be built on the subject property.
 - h. Two (2) copies single and separate search with entire overall parcel as subject premises. Search must go back PRIOR TO MARCH 1963.
2. **Both overall and individual surveys must include the following:**
 - a. All dimensions of parcels, including: area (in both square feet and acreage), width (frontage), and depth.
 - b. Metes and Bounds.
 - c. Corner elevations with spot elevations on lot lines or as needed to indicate a slope greater than five (5) degrees.
 - d. Each lot must be numbered for reference.
 - e. Indicate the Zoning of the parcel to be subdivided.
 - f. The zoning and land use of neighboring properties must be detailed on the surveys.
 - g. All natural features must be noted including; major depressions, wetlands, bodies of water (with direction of water flow noted).
 - h. If major filling, leveling, or excavating is to be done, a drainage plan must be included.
 - i. All surveys must be dated, signed and sealed by a licensed land surveyor.
 - j. Test borings must be dated within sixty (60) days of submission of the application.
 - k. All existing curbs, storm drains, sidewalks, edge of roadway pavings, etc., located continuous to parcel.
 - l. Proposed lot lines of individual lots must be shown on overall survey.
 - m. Suffolk County Tax Map Number of overall parcel must be shown.
3. **A New York State Wetlands Permit will have to be acquired, where applicable.**
4. **A Suffolk County Board of Health approval MUST BE ACQUIRED for application to be valid.**
5. **When all of the above information is received by the Building Department, it will be reviewed by the appropriate divisions, and a Planning Board Public Hearing will be scheduled.**

6. **After the date of the Public Hearing has been established, the applicant will be required:**
 - a. To **post the appropriate sign** for ten (10) days prior to the Public Hearing.
 - b. To **mail the appropriate Notice of Public Hearing to all residents within two-hundred (200) feet** of the subject premises by **certified mail**, return receipts requested, and proof of such notification must be submitted to the Planning Board **at least two (2) days prior to hearing**.
7. **A copy of the survey is sent to the Suffolk County Planning Board for review, if applicable.**
8. **No land can be cleared until building permits have been obtained.**

OFFICIAL SUBMITTAL DATE – An application for subdivision shall be considered “officially submitted” only at the public hearing of the Planning Board in which your subdivision application has been scheduled for Review.



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**APPLICATION FOR APPROVAL OF SUBDIVISION
(OR LAND PARTITION) OF PLAT**

Date Received: _____ Date Submitted: _____

Name: _____ Telephone: _____

Location: _____

1. **Applicant's Name:** _____

Address: _____

2. If the applicant is a corporation, give the name and title of responsible officer:

Name: _____ Title: _____

3. **Land Owner:** _____

Address: _____

4. If the applicant does not own the property, prepare endorsement at the end of this form establishing owner's authorization of the applicant's proposed subdivision (or land partition) of his/her land.

5. **Subdivision Engineer or Land Surveyor** (Licensed):

Name: _____

Business Address: _____

License #: _____ Telephone: _____

6. All communications with regard to this subdivision (or land partition) shall be addressed to the following person until further notice:

Name: _____ Telephone: _____

Address: _____

PROPOSED SITE

1. Metes and Bounds description of the entire holding, deed restrictions, easements, etc. including a copy of the deed attached hereto.

2. The applicant will offer proof of title by submitting certificate # _____ of _____.

3. Deed or deeds are recorded in the County Clerk's Office:

Date: _____ Liber: _____ Page: _____

4. All taxes which are liens on the land at the date hereof have been paid except:

5. The land is encumbered by _____ mortgage(s) as follows:

- a. Mortgage recorded in Liber _____ Page _____ in the original amount of \$ _____ unpaid amount of \$ _____.

Held by: _____

Address: _____

- b. Mortgage recorded in Liber _____ Page _____ in the original amount of \$ _____ unpaid amount of \$ _____.

Held by: _____

Address: _____

6. There are no other liens or encumbrances against the land except:

7. The land lies in the following zoning use district or districts: _____

8. Is there any change of zoning requested at this time, or do you contemplate any future change in zoning? If so, describe the change:

9. How many acres are to be dedicated for public park or playground purposes? _____

10. All marsh and water areas are located on the primary layout?

Yes

No

Non-Applicable

11. The site will be serviced by the following special districts or utility companies:

a. Fire District _____

b. Post Office _____

c. School District _____

d. Water District _____

e. Electricity _____

(include letter from public utility stating a definite time when service will be available to this subdivision)

f. Gas _____

g. Telephone _____

12. If streets shown on the plat are claimed by this applicant to be existing public streets, either State, County or Town attach information hereto to show name.

13. Are all the public open spaces shown on the layout to be dedicated for public use? _____

14. Existing structures not specifically located and described on the preliminary layout shall be removed.

Yes

No

15. Will the final plat be (a) filed in sections, or (b) will it cover the entire preliminary layout?

a.

b.

Non-Applicable

16. The applicant estimates that the cost of grading and required improvements will be as itemized on the attached schedule and requests that the maturity of the performance bond be fixed at _____ years. The performance bond will be written by a licensed surety company unless otherwise shown.

17. The described property _____ within 500 feet of the following:
is/or is not

Check one or more

Town or village boundary line

State or county road, parkway or expressway

State or County Park or recreation area

Stream or drainage channel owned by the county or for which the county has established channel lines

State or county owned parcel on which a public building is situated

Atlantic Ocean, Long Island Sound, any bay in Suffolk County or estuary of any of the foregoing bodies of water

NOTE:

The requirement under §7-728 of the New York State Village Law of the 62 day time frame within which the Planning Board must schedule a public hearing is hereby waived until the application is deemed complete including the approval of the Suffolk County Planning Commission. Upon the signing of this application, the applicant is fully aware and acceptable of this waiver.

Owner/Applicant's
Signature

Sworn to before me this _____ day of

_____, 2_____

Notary Public



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APPLICATION FOR APPROVAL OF SUBDIVISION (OR LAND PARTITION) OF PLAT

These questions are to be answered by someone who is sponsoring this application or a representative who is well acquainted with an action or project being considered, and who is fairly sure that no environmental damage will come from it. They form a checklist to test that expectation.

1. Does the action involve a change in zoning, or a zoning variance, or a change in allowable use of a parcel of land?

	Yes	No
--	-----	----
2. Does the action involve acquisition, sale, lease or other transfer of land by a State, County, Town or Village Agency?

	Yes	No
--	-----	----
3. Is the project one to subdivide land for house?

	Yes	No
--	-----	----
4. If a property is to be developed, show its exact location in a description or map on the back of this page or on another sheet.
5. Is this location on or adjacent to a beach, harbor, pond, stream, wetland, park, sanctuary, or other environmentally sensitive area designated by the Environmental Conservation Advisory Board, or a Critical Area of Environmental Concern, or a park, or a recreation area, or designated open space?

	Yes	No
--	-----	----
6. Are there nearby streets or properties whose scenic views could be affected by a project on the property involved?

	Yes	No
--	-----	----
7. Is a structure being proposed whose appearance differs markedly from those already in the neighborhood?

	Yes	No
--	-----	----
8. Will proposed structure prevent sunlight from falling upon the adjacent lot?

	Yes	No
--	-----	----
9. Will project regularly cause odors, noise, glare, or electrical disturbance detectable from nearby properties?

	Yes	No
--	-----	----

- | | | |
|---|-----|----|
| 10. Will more than one acre of land be cleared or changed? | Yes | No |
| 11. During construction, could soil wash downhill onto adjacent lots and roadways? | Yes | No |
| 12. Does any of the land to be cleared have slope over 15%? | Yes | No |
| 13. Does any of the land to be cleared or changed lie within 100 feet of an existing slope exceeding 30%, or within 100 feet of an existing waterway? | Yes | No |
| 14. Will the project regularly use well water or surface water? | Yes | No |
| 15. Will parking for 25 (or more) cars be provided? | Yes | No |
| 16. Is a building proposed with more than 10,000 sq. ft. of gross sq. ft. floor area? | Yes | No |

Applicant: _____

Location of Subject Site: _____

Preparer's Signature: _____ Title: _____

Representing: _____ Date: _____



(631) 957-7500

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FULL DISCLOSURE AFFIDAVIT

In the matter of the application of:

Subject Premises:

To the _____ of
the Inc. Village of Lindenhurst

State of New York)
County of Suffolk)

The undersigned, being duly sworn, deposes and says:

That this affidavit is made in accordance with the requirements of Section 809 of the General Municipal Law of the State of New York with respect to the above-entitled application and the above described premises.

That except as set forth on the schedule annexed hereto, and made part of this affidavit, your deponent certifies that:

1. Your deponent is the above-named applicant and resides at the above address.
2. No person other than your deponent has any interest whatsoever in the above-described property, direct or indirect, vested or contingent, regardless of whether such person has an interest as a contract vendor, contract vendee, lessor, sub-lessor, leasee, sub-lessee, contract lessee, holder of any beneficial interest, mortgagor, mortgagee, holder of any encumbrance or lien, guarantor, assignee, agent or broker, or otherwise and regardless of whether the interest arises as the result of advancing or lending funds in connection with the acquisition or development of the property and regardless of whether the interest may rise or be affected by the decision to be made by the municipal Board set forth above.
3. No person will receive any benefit as the result of their work, effort or services in connection with this application.
4. No person named in the schedule of exceptions as to paragraphs 2 and 3 has any interest as defined in paragraph 2 hereof in any properties within one mile of the property described in this application.
5. No person named in the schedule of exceptions as to paragraphs 2, 3 and 4 are officers or employees of the Incorporated Village of Lindenhurst.
6. No person named in the schedule of exceptions as to paragraphs 2, 3 and 4 are related to any officer or employee of the Incorporated Village of Lindenhurst.
7. No state officer or officer or employee of the Incorporated Village of Lindenhurst has any interest in the person, firm partnership, corporation or association making this application.

DEPONENT
(SEE SCHEDULE ANNEXED HERE TO)

NOTARY:

Sworn to me this _____ day of _____, 20____

SCHEDULE OF EXCEPTIONS

As to Paragraph #1

As to Paragraph #2 (**Mortgage Bank**):

As to Paragraph #3

As to Paragraph #4

As to Paragraph #5

As to Paragraph #6

As to Paragraph #7

DEPONENT



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OWNER'S ENDORSEMENT

PLEASE NOTE: THE OWNER FILLS OUT THIS FORM ONLY IF AUTHORIZING A CONTRACT VENDEE OR OTHER TO SUBMIT THIS APPLICATION

_____, being duly sworn, deposes and says that he/she resides at

_____ in the County of _____, and the

State of _____ and that he/she is (_____) of the

_____ Corporation which is the owner in fee of the premises described in

the foregoing application and that he/she has authorized _____

to make foregoing application for subdivision/rezoning/site plan review approval as described herein.

Signature of Property Owner

Sworn before me this _____ day of

_____ 20_____



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AFFIDAVIT OF POSTING

In the Matter of the Application Of

P.O. Address:

STATE OF NEW YORK)
COUNTY OF SUFFOLK)

_____, BEING DULY SWORN, DEPOSES AND SAYS:

1. THAT (S)HE IS THE () APPLICANT () AGENT FOR APPLICANT
2. THAT THIS AFFIDAVIT IS MADE IN COMPLIANCE WITH THE PROVISIONS OF THE BUILDING ZONE ORDINANCE OF THE INC. VILLAGE OF LINDENHURST, CHAPTER 85, ARTICLE X, SECTION 85-70.1, REQUIRING AFFIDAVIT OF POSTING.
3. THAT THE DEPONENT HAS READ THE PROVISION OF THE AFORESAID CHAPTER OF THE BUILDING ZONE ORDINANCE OF THE INC. VILLAGE OF LINDENHURST, AND IS FAMILIAR WITH SAME.
4. THAT IN COMPLIANCE WITH THE PROVISIONS OF THE AFORESAID CHAPTER OR THE BUILDING ZONE ORDINANCE OF THE INC. VILLAGE OF LINDENHURST, THE DEPONENT HAS POSTED OR HAS CAUSED TO BE POSTED UPON THE PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION, A NOTICE OF SAID APPLICATION.
5. THAT SAID NOTICE WAS POSTED ON SUBJECT PROPERTY ON THE _____ DAY OF _____, _____.
6. THAT SAID NOTICE COMPLIES IN ALL RESPECTS WITH THE REQUIREMENTS, AS TO CONTENT, SIZE, FORM, MATERIAL, LOCATION AND TIME OF POSTING, ELEVATION AND LENGTH OF TIME DISPLAYED.
7. THAT THE DEPONENT MAKES THIS AFFIDAVIT KNOWING FULL WELL THAT THE TRUTH OF THE STATEMENTS CONTAINED HEREIN WILL BE RELIED UPON.

SIGNATURE

SWORN BEFORE ME THIS _____

DAY OF _____, 20 _____

NOTARY PUBLIC



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POSTING OF SIGNS

The posting of sign(s) on subject property shall be made in the following manner:

The petitioner shall erect on the affected property a sign or signs of green printing (of Professional quality), on a white background measuring thirty inches (30") high and forty inches (40") wide, which shall be prominently displayed on the premises facing each public street, maximum spacing of two hundred (200') feet on center. REFER TO EXAMPLE ON NEXT PAGE.

The sign(s) shall be set back not more than ten feet (10') nor less than five feet (5') from the front property line, and shall not be less than two (2') feet nor more than six (6') feet above the grade of the property line or affixed to any utility pole, or in any window, giving notice that the application for rezoning approval is pending the date, time and place when the public hearing will be held.

PLEASE NOTE THAT PUBLIC NOTICE SIGNS MUST BE REMOVED WITHIN TWENTY-FOUR (24) HOURS AFTER THE PUBLIC HEARING

SUBDIVISION PUBLIC HEARING NOTICE

40"

GREEN LETTERS ON
WHITE BACKGROUND

OFFICIAL NOTICE VILLAGE OF LINDENHURST

The Planning Board will review plans regarding a request to subdivide this site.

A PUBLIC HEARING

WILL BE HELD ON _____
MONTH DAY YEAR

IN THE BOARD ROOM OF VILLAGE HALL
430 S. WELLWOOD AVE., LINDENHURST

_____ P.M.
TIME

TO CONSIDER THIS AND OTHER PETITIONS

FOR FURTHER INFORMATION CALL 957-7500

10'0" Max.

Front
lot line

↑
2' 0" - 6' 0"
↓

GRADE

30"