

INC. VILLAGE OF LAUREL HOLLOW

APPLICATION TO PLANNING BOARD FOR
PARTITIONING OR SUBDIVISION OF LAND

File No. _____

1. NAME OR IDENTIFYING TITLE OF PARTITIONING OR SUBDIVISION:

"Partitioning Map of _____"

"Subdivision Map of _____"

2. DESCRIPTION OF SUBJECT PROPERTY:

Section _____ Block _____ Lot(s) _____

_____, Laurel Hollow, New York
(street address)

3. APPLICANT'S NAME:

Address:

Phone Number:

Fax Number:

Applicant is:
(check one)

() Owner () Contract Vendee

If Contract Vendee, attach copy of executed contract.
If Owner attach copy of certificate of title or recent deed.

4. PROPERTY OWNER'S NAME:

Address:

Phone Number:

Fax Number:

5. ENGINEER/SURVEYOR:

Address:

Phone Number:

Fax Number:

6. APPLICANT'S ATTORNEY: _____
Address: _____
Phone Number: _____
Fax Number: _____

7. MAP DETAILS:

Area of Land: _____ Acres

Number of Proposed Lots: _____

Is subject property located within 300 feet of any Village of Laurel Hollow boundary line? _____

Is subject property located within 500 feet of navigable or large body of water? _____

Is subject property located within 100 feet of freshwater wetlands? _____

Is any part of subject property under water or subject to periodic flooding? _____ If so, how much? _____
Area _____; Percent _____

Does subject property front on publicly owned and maintained streets? _____

Do any private roads or easements provide access to the subject property? _____

Does preliminary map show location of every structure on the subject property? _____

Are any easements necessary off the subject property for the following: water supply _____ drainage _____, electricity _____ telephone _____

8. LEGAL STATUS OF LAND

The owner obtained title to the subject property by deed dated _____

Is subject property encumbered by a mortgage or lien? _____
If so, provide amount of mortgage or lien and the name of the mortgagee or lienor below:

Amount of mortgage or lien \$ _____

Mortgagee or lienor _____

Are Village, School or Town Taxes on subject property in arrears? _____

Is subject property affected by any rights or encumbrances such as utility easements, rights of way, covenants, restrictions or reservations? _____ If so, describe same, especially obligations relating to the use, maintenance and repair to private roads, providing access to the subject property, if any.

9. SUBMISSIONS.

This application shall be submitted along with the Preliminary Map, Topographic Map, Disclosure Statement, Short Environmental Assessment Form, 200' radius map, and any other supporting documents. The applicant agrees to furnish any and all additional information and materials the Board may require in order for it to clearly understand and consider this matter.

THE CONTENTS OF THIS ENTIRE APPLICATION ARE HEREBY SUBSCRIBED AND AFFIRMED BY THE APPLICANT AS TRUE UNDER THE PENALTIES OF PERJURY.

(Date)

Applicant's Signature

(Date)

Applicant's Signature

NOTE:

EVERY COPY OF THE FINAL MAP SUBMITTED FOR SIGNATURE SHALL CARRY THE FOLLOWING ENDORSEMENT:

APPROVED BY RESOLUTION OF THE LAUREL HOLLOW PLANNING BOARD ON THE _____ DAY OF _____, 20__, SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. ANY CHANGE, ERASURE, MODIFICATION OR REVISION OF THIS MAP, AS APPROVED, SHALL VOID THIS APPROVAL. SIGNED THIS _____ DAY OF _____, 20__, BY _____, CHAIRWOMAN

INSTRUCTION SHEET

PLANNING BOARD
PARTITIONING OR SUBDIVISION OF LAND

INC. VILLAGE OF LAUREL HOLLOW

1. DOCUMENTS REQUIRED.

Ten (10) copies of each of the following documents are required for the processing of your application to the Planning Board for any partitioning or subdivision of land:

A. Application Form (enclosed with this package). The application must be signed by the owner or contract vendee of the subject property or by a duly authorized agent on behalf of the owner.

B. Preliminary Map - which must conform with the applicable provisions of Section 114-5 of the Village Subdivision Rules and Regulations.

C. Topographic Map.

D. Part 1 of Short Environmental Assessment Form
(use current form available at <http://www.dec.ny.gov/>)

E. Disclosure Statement (enclosed with this package).

F. Radius map showing all properties within 200' of the subject property, identified by section, block and lot.

2. FILING FEES AND STENO DEPOSIT.

The following charges must be submitted with each application:

Filing Fees (non-refundable):

Preliminary Hearing (Partitioning)	\$150.00 Per Lot*
Preliminary Hearing (Subdivision)	\$100.00 Per Lot*
Environmental Assessment Form	\$75.00

Final Hearing (Partitioning/Subdivision)	\$200.00 Per Lot*
Park Fees (Partitioning/Subdivision)	\$1,500.00 Per Lot*

*including lot with existing building

Deposit for Stenographic Services (unused portion will be refunded)	\$500.00
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IMPORTANT: Please issue separate checks, both made payable to the "Village of Laurel Hollow".

3. WHERE TO FILE APPLICATION.

The application form, together with all accompanying documentation, required filing fees and steno deposit, may be personally delivered to the Village Hall or mailed to the following address:

Planning Board
Inc. Village of Laurel Hollow
1492 Laurel Hollow Road
Laurel Hollow (Syosset), NY 11791

4. NOTICE OF PUBLIC HEARING WITH AFFIDAVIT OF MAILING.

When the applicant is notified that a hearing date has been scheduled, the applicant must mail the "Notice of Public Hearing" (which will be provided by the Village) to all owners of land within two hundred (200') feet of the subject property not less than seven (7) days prior to the date set for such hearing. Such notice must be sent by Certified Mail, Return Receipt Requested. An Affidavit of Mailing (on the form provided herein or similar form) must be filed with the Village on or before the date of the hearing. The Receipt for Certified Mail with postmark of the Post Office, along with the green return receipt cards, must be attached to the Affidavit of Mailing.

The applicant may utilize the Assessment Roll of the Village to ascertain the names and mailing addresses of the owners of property identified by section, block and lot on the radius map, all of whom should be notified of the public hearing date for the subject application.

5. EFFECT OF IMPROPER APPLICATIONS.

Any communication purporting to be an application shall be regarded as a mere notice of intention to seek relief and shall be of no force or effect until it is made in the form which is required herein. No application will be accepted for processing unless and until it is in complete conformity with these instructions.

For further information, please contact the Laurel Hollow Village Hall at (516) 692-8826. The office is open Monday thru Friday (except holidays), between the hours of 9:00 A.M. and 4:00 P.M.

MEMBERS OF THE PLANNING BOARD:

Paul Bregman, Chairman
Elizabeth DiBlasio
Scott Abrams
Nancy Jones
Jeff Tanen

DISCLOSURE STATEMENT

_____ deposes and says:
(Name)

1. FOR INDIVIDUAL

(A) That I am over the age of 18 and reside at _____
_____.

(B) That I am the OWNER/CONTRACT VENDEE (cross out one) of the property designated as Section _____ Block _____ Lot _____ on the Land and Tax Map of Nassau County, which forms the subject matter of this application and am fully familiar with all the facts and circumstances hereinafter set forth.

1. FOR CORPORATION

(A) That I am the _____ of _____
(Title) (Name of Corporation)

and am fully familiar with all the facts and circumstances hereinafter set forth.

(B) That the business address of the aforesaid corporation is _____.

(C) That said corporation was incorporated under the laws of the State of New York and is the OWNER/CONTRACT VENDEE (cross out one) of the property designated as Section _____ Block _____ Lot _____ on the Land and Tax Map of Nassau County, which forms the subject matter of this application.

(D) That the following are the names and residences of each officer, director and shareholder and their relationship to the corporation:

(E) That the corporate stock of said corporation has not been pledged to any person nor has any agreement been made to pledge the said stock, except:

2. That there are no encumbrances or holders of any instruments creating an encumbrance upon the subject property, except:

3. That neither deponent nor any other person mentioned in this statement is a Village officer or employee, or is related to a Village officer or employee, except:

4. That no State officer or employee or local municipal officer or employee in Nassau County or his/her spouse or a person by consanguinity related to either of them within the third degree is the applicant or an officer, director or employee of the applicant, or legally or beneficially owns or controls the corporate stock of the applicant, or is a partner of the applicant, or associated with the applicant in a joint venture, or has an agreement with the applicant, expressed or implied, whereby his/her compensation for services is to be dependent or contingent upon the favorable exercise of discretion in the granting of the application herein, except:

5. That in the event there is any change in the matters set forth herein prior to the public hearing relating to the property affected hereby, deponent will file with the Village a supplemental statement indicating the details of such change within 48 hours of such change.

I HAVE READ THE FOREGOING AND UNDERSTAND THAT ANY FALSE STATEMENTS MADE THEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

(Date)

Applicant's Signature

(Date)

Applicant's Signature

NOTE: If applicant is contract vendee, a Disclosure Statement from the owner of the subject property is also required to be filed with the application.