

VILLAGE / TOWN OF LIMA

7329 East Main Street, Lima, New York 14485
Tel: 624-7911 Fax: 624-6169

APPLICATION FOR MINOR SUBDIVISION

OFFICE USE ONLY

Date of Application: _____

(Postmarked or Hand Delivered)

Date of Public Hearing: _____

Date of Final Action: _____

SECTION I: APPLICANT INFORMATION (to be filled in by applicant)

	APPLICANT(S)*	OWNER(S) (if not applicant)	ATTORNEY/AGENT
NAME:	_____	_____	_____
ADDRESS:	_____	_____	_____
	_____	_____	_____
TEL./FAX:	_____ / _____	_____ / _____	_____ / _____
E-MAIL:	_____	_____	_____

Applicant's interest in the premises: Owner Lessee Under option to lease or purchase

Applicant must be the property owner. If applicant is lessee or one with an option to lease or purchase the property in question then Owner's signed consent form must be attached.

SECTION II: PROPERTY INFORMATION (to be filled in by applicant)

- Property Address (No. & St.) _____
- Tax Parcel No.: _____
- Current Zoning District: _____
- Property is located within: (check all that apply)
 Historic Preservation Overlay Stream Buffer Overlay NYS Wetlands Federal Wetlands
- Deed restrictions or covenants applying to property: _____
- Has a ZBA variance been granted for this property? Yes No
When: _____ For what: _____
- State and Federal permits required if any: _____
- Is there a written violation for this parcel that is not the subject of this application? Yes No
- Description of project (include current and proposed use) _____

SECTION III: FEES

Application Fee (a check for the total amount, payable to Town or Village of Lima, must accompany this application)

Minor Subdivision: \$350 (\$150 fee + \$50 per lot + \$50 preliminary plat + \$50 final plat). In addition to this fee the applicant is responsible for County Filing Fees. Therefore please include with application a check for \$5 made payable to County Treasurer and a check for \$85 made payable to County Clerk. In addition to these fees applicant is responsible for all Town or Village Engineer's review fees and expenses. A deposit in the amount of \$400 is due at time of application to be used to draw upon for the engineering fees. Any balance remaining will be returned to the applicant and any amounts exceeding the deposit will be reimbursed by the applicant. All charges must be paid in full prior to granting final subdivision approval.

SECTION IV: DISCLOSURE AND APPLICANT CERTIFICATION

DISCLOSURE

Does any Village officer, employee, or family member thereof have a financial interest in this application?

Yes No

If "yes", the name, address and nature and extent of this interest must be detailed below:

Name: _____

Address: _____

Nature/Extent of Interest: _____

APPLICANT CERTIFICATION

I/we, the property owner(s), or purchaser(s)/lessee(s) under contract, of the land in question, hereby request an appearance before the Planning Board.

By the signature(s) attached hereto, I/we certify that the information provided within this application and accompanying documentation is, to the best of my/our knowledge, true and accurate. I/we further understand that intentionally providing false or misleading information is grounds for immediate denial of this application.

(applicant signature)

Sworn to before me this date:

(applicant signature)

Date: _____

(applicant signature)

Notary Public

SECTION V: REQUIRED MINOR SUBDIVISION SUBMITTAL CHECKLIST

Listed below are the minimum submittal requirements for Minor Subdivision (1-4 lots) application before the Town/Village of Lima Combined Planning Board for subdivision approval. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Planning Board also reserves the right to reject the application if these minimal requirements are not met.

Town/Village staff will review the application and related information as submitted and determine that the application is complete or if additional information is required in order for the Planning Board to adequately review the application. Applicant shall submit any supplementary information requested no later than one week prior to the Planning Board meeting date in order to afford time for review of information prior to the meeting.

The applicant shall submit eight (8) complete sets of all materials.

(for reviewers use) YES NO N/A	PRELIMINARY SUBDIVISION PLAT SUBMITTAL SHALL INCLUDE THE FOLLOWING ITEMS:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Title block with proposed subdivision name, name of Town & County, date prepared, north arrow, scale, name and address of applicant, name and address of property owner of record, name and address of subdivider and name and address of registered professional map preparer including license number and seal.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. The name of all subdivisions and the names and address of all abutting property owners.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Label zoning district of the subdivided lands and indicate exact boundary lines if more than one district occurs on affected land..
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Indicate all land proposed to be dedicated to public use and any conditions of such dedication.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Show location of existing property lines, easements, existing or proposed buildings, watercourses, marshes, rock outcrops, wooded areas, single trees with a diameter of 8 inches or more when measured 3 feet above grade and public right of ways for the subdivided property and adjacent property
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Survey showing boundary lines of the parcel with complete descriptive data by bearings and distances made and certified by a licensed land surveyor. The corners of the parcel shall also be located on the ground and marked by monuments as by Town/Village Engineer and referenced and shown on the survey.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7. If the application covers only a portion of the entire holding, a map of the subdivider's entire tract showing the lands to remain together with the area to be subdivided shall be provided.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8. Location of existing sewers, water mains, culverts and drains on the property with pipe sizes, grades and direction of flow.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9. Contours at intervals of five feet or less or as required by the Planning Board. Provide proposed grading plan if natural contours are to be altered by more than two feet.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10. Provide a copy of any covenants or deed restrictions either existing or intended to be placed on the subdivision.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11. Submit completed Part 1 of Short Form Environmental Assessment Form.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12. Submit completed Agricultural Data Statement when required.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. Submit completed Historic Preservation Commission Review Application when required.