

# *Incorporated Village Of Lawrence*

196 Central Ave Lawrence NY 11559

516-239-3987

Fax 516-239-9657

Building Department

Planning Board

## **Instructions for Subdivision Application**

The following items must be submitted to the Building Department by the submission deadline (please note, additional items may be required and some listed items may not be required depending on the nature of the subdivision requested):

1. One (1) original and eight (8) copies of a fully filled out, signed and notarized Planning Board Subdivision Application (*PB APP-1*)
2. One (1) original and eight (8) copies of a typewritten letter of request addressed to the Village of Lawrence denoting the specifications of the subdivision request signed by the homeowner.
3. One (1) original and eight (8) copies of a fully filled out, signed and notarized Homeowner Affidavit (*PB HA-1*)
4. One (1) original and eight (8) copies of a fully filled out and signed Notice of Appearance if someone will be representing the owner (*PB NA-1*).
5. One (1) original and eight (8) copies of an affidavit or certificate of ownership for the property.
6. Nine (9) copies of a current property survey demonstrating all site improvements.
7. Nine (9) copies of a new property survey demonstrating the proposed lots.
  - a) Survey must indicate all existing improvements.
  - b) Deed descriptions of new lots must be submitted.
  - c) Surveys must indicate street frontage and all applicable front, rear and side yard setbacks and note building coverage and surface coverage.
  - d) Survey must also show location of all proposed streets (50' minimum width, 70' diameter terminus).
  - e) Survey to show proposed utilities, grades of all streets and location of surface water disposal.
  - f) Surveys of new lots must indicate that the proposed lot is adequate in shape to totally contain within its boundaries a horizontal circle of a diameter as indicated by the zoning code and is located no farther than the minimum required front yard setback distance from the lots street frontage, as indicated by the zoning code, and within which circle the principal building shall be located.
8. Nine (9) copies of the 3-inch storm water retention system design.
9. Nine (9) sets of photographs of the subject lot(s).
10. Nine (9) copies of an aerial photograph of the subject lot(s) and the neighboring properties.
11. Nine (9) copies of a Part 1 Short Environmental Assessment Form (SEAF) in accordance with State Environmental Quality Review Act (SEQRA)
12. Nine (9) copies of a 500-foot radius map of the subject property and nine (9) copies of the list of names and addresses of the properties shown on the map.

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13. One (1) flash drive with all the above documentation. All files must be in .pdf, .jpg, .jpeg, .png, .docx, or .doc format.

All documents must be folded, collated, and separated into nine individual sets or they will not be accepted.

All applicants are required to serve legal notice accompanied by a filled out and signed Notice of Variance Hearing (*PB NS-1*) to all property owners within a 500-foot radius of the subject property. All notices are to be mailed first class and post-marked a minimum of fourteen (14) days prior to the date of the hearing. Affidavit of Serving Notice (*PB ASN-1*) must be submitted to the Building Department at least ten (10) days prior to the hearing date.

If the proposed subdivision does not comply with all Village of Lawrence zoning requirements, the applicant must file an application with the Village of Lawrence Board of Zoning Appeals. A variance must be approved before the proposed subdivision can proceed to the Planning Board.

Upon approval of a subdivision, the applicant is required to file deeds with the Nassau County Clerk's Office and submit copies of the filed deeds and property surveys to the Village of Lawrence Building Department within six (6) months of the subdivision approval.