

VILLAGE OF CAZENOVIA
APPLICATION FOR SUBDIVISION APPROVAL

Filing Instructions

Before the application can be considered ready for submission to the Village Planning Board, the applicant must file the following with the Village Clerk:

1. Original and 7 copies of the application completely filled out and signed.
2. 8 copies of a sketch plan proposal or preliminary plat as set forth in Section 155-18 or Section 155-19 of the Village Subdivision Regulations.
3. 3 copies of an accurate legal description of the subject property.
4. 8 copies of an appropriate Environmental Assessment Form. (Short EAF attached).
5. 3 copies of the Disclosure Statement required under Section 809 of the New York General Municipal Law (form attached).
6. A check for the required application fee payable to the "Village of Cazenovia". Application fees are as follows:

Major Subdivision - \$50.00 plus \$5.00 per lot

Minor Subdivision - \$25.00 plus \$5.00 per lot
7. Executed Professional Fees and Administrative Costs Payment Agreement (form attached – subject to approval by Board of Trustees).
8. Applications must be filed with the Village Clerk no later than ten (10) days prior to the date requested for initial consideration.

PLEASE REMOVE THESE INSTRUCTIONS PRIOR TO FILING

VILLAGE OF CAZENOVIA

APPLICATION FOR SUBDIVISION PLAN APPROVAL

	Date Application Filed _____
Village Use Only	Date of Hearing _____
	Date of Final Action _____
	Action _____

TO THE PLANNING BOARD OF THE VILLAGE OF CAZENOVIA:

_____, (Applicant) hereby requests approval by the Planning Board of the Subdivision proposed herein and respectfully states:

1. The name of the proposed subdivision is: _____

2. The number of lots in the proposed subdivision is: _____
3. Applicant is (owner) (purchaser under contract) of the subject property containing approximately _____ acres, identified on the Town of Cazenovia tax map as account number(s) _____, and located at (show street address, or if none, general description; attach survey and legal description):
4. Applicant acquired the subject property on _____, _____, or if not owner, the name(s) address(es) and telephone number(s) of the owner(s) of record of the subject property (is) (are):

5. The present and proposed land use of the subject property is:

Present Use:

Proposed Use:

6. Upon information and belief, the names and mailing addresses of all adjoining property owners of each adjoining parcel, are as follows (attached additional sheets if necessary):

Name

Address

NORTH:

SOUTH:

EAST:

WEST:

7. Applicant's Licensed Land Surveyor:

Name: _____

Address: _____

Telephone: _____

8. Applicant's Engineer:

Name: _____

Address: _____

Telephone: _____

9. Applicant's Architect:

Name: _____

Address: _____

Telephone: _____

10. Applicant's Attorney:

Name: _____

Address: _____

Telephone: _____

11. Applicant proposes to file the final plat in _____ section(s) as shown on the submitted drawing. Applicant acknowledges that development of the subdivision in sections requires approval of the Planning Board and that each sectional plat must be approved by the Planning Board.
12. Utility and other easements, and other restrictions, including protective covenants, on the land proposed for subdivision are as follows:
(described generally; attach additional pages if necessary)
 - a) Existing:
 - b) Proposed:
13. The Planning Board is hereby requested to authorize the following exceptions to or waivers of the Village Subdivision Regulations (if necessary, attach list of such exceptions and set forth the reasons for each requested exception):
14. Applicant requests modifications to requirements of the Village Code as follows (Requires prior authorization by Village Zoning Board of Appeals):
15. In the event that all required documents are not furnished to the Planning Board at the time of submission of this application, applicant hereby waives any and all rights which might otherwise accrue by virtue of Article 7 of the New York Village Law.
16. Applicant consents to appropriate Village action either revoking any approval which may be granted hereafter or obtaining necessary injunctive relief in the event applicant fails to abide by any conditions or restrictions contained herein or imposed hereafter by the Planning Board or the Zoning Board of Appeals.

17. Applicant hereby acknowledges and represents that all disclosures required by law, and specifically those required by Section 809 of the New York General Municipal Law, have been submitted in writing to the Planning Board prior to or at the time of submission of this application.

Dated: _____, 20_____

APPLICANT'S SIGNATURE:

(Individual Signature)

(Corporate, Partnership or LLC Name)

By: _____
(Officer, Partner or Member)

(Mailing address of Applicant)

Telephone Number _____

Signature of owner who is not the applicant:

The undersigned owner(s) of the above described property hereby acknowledge and consent to the submission of this application for a Special Use Permit.

(Owner's Signature)

Date

(Owner's Signature)

Date

(Owner's Signature)

Date

STATE OF NEW YORK)
COUNTY OF _____) SS.:

On the _____ day of _____, in the year _____, before me, the undersigned, personally appeared, _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
COUNTY OF _____) SS.:

On the _____ day of _____, in the year _____, before me, the undersigned, personally appeared, _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

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