

PLANNING BOARD OF THE VILLAGE OF QUOGUE, NEW YORK

Application for Approval of Property Division or Subdivision or Other Specified Action

Fee: _____ (See over for schedule) Application # _____

1. PROPERTY OWNER: _____

MAILING ADDRESS: _____

TELEPHONE: (____) _____ (____) _____
Business Home

2. PROPERTY LOCATION: _____ TOTAL ACREAGE: _____

ZONING DISTRICT: _____ TAX MAP #: _____

3. LIST ALL ABUTTING OWNERS: N x _____
E x _____
S x _____
W x _____

4. LIST ALL OWNERS DIRECTLY ACROSS ABUTTING STREETS: _____

5. EASEMENTS OR OTHER RESTRICTIONS ON PROPERTY: _____

6. ATTACH PLAT (MAP) SHOWING CLEARLY EXISTING AND PROPOSED
DIVISION/SUBDIVISION:

Dated: _____ (By Licensed Surveyor/Engineer)

Name, Address & Telephone #: _____

7. FULLY DESCRIBE PROPOSED DIVISION/SUBDIVISION/OTHER ACTION
COVERED BY THIS APPLICATION INCLUDING EXISTING OR PROPOSED
WATER AND UTILITY CONNECTIONS AND NEW ROAD SPECIFICATIONS:

8. IS ANY APPLICATION, PERTAINING TO THIS PROPERTY, ON FILE WITH
ANY OTHER GOVERNING AGENCY? [] NO [] YES, PLEASE DESCRIBE:

9. The Undersigned Hereby Requests Approval by the Planning Board of the Above
Identified Division/Subdivision of Real Property or Other Action as Described.
(Note: If applicant is other than owner, state relationship and submit authorization
letter from owner).

NAME: _____ TITLE: _____

ADDRESS: _____
Street City State Zip Code

Signature: _____ Date: _____

(Continued on Reverse Side)

*Applicants are encouraged to meet informally with the Planning Board to discuss a proposed division before the formal review process. Bring map of proposed division.

FEE SCHEDULE

Minor Subdivision:

Application fee & Sketch Plan Review \$500.00 plus \$250.00/lot
Review fee 5% of total estimated cost (paid according to Code)
Inspection fee 5% of total estimated cost (paid according to Code)

Major Subdivision:

Application fee & Sketch Plan Review \$1000.00 plus \$250.00/lot
Preliminary review fee \$500.00 plus \$250.00/lot
Final review fee 5% of total estimated cost (paid according to Code)
Final inspection fee 5% of total estimated cost (paid according to Code)

Lot Line Change: \$500.00

Other Applications: \$500.00

(plus professional fees and expenses)

Site Plan Review fee: \$750.00 if over 2 acres
\$500.00 if under 2 acres

(All fees shall be doubled if work starts before the variance has been granted.)

INSTRUCTIONS

All Subdivisions Require the Following Materials Before Review can Commence:

- a. Five (5) paper prints of the survey/map prepared by a licensed surveyor or engineer showing all contiguous holdings, existing structures, the arrangement of lots, metes and bounds, adjacent land owners and such other data required by the Rules and Regulations for the Subdivision of Land.
- b. A completed Environmental Assessment Form as required by SEQRA, if applicable.
- c. A copy of any legal instruments covering parkland dedications, (if applicable) or scenic and other forms of open space easements.
- d. A copy of covenants or deed restrictions intended to cover all or part of the street.
- e. A letter directed to the Planning Board from the Suffolk County Department of Health Services relative to the subdivision meeting all appropriate standards.
- f. If applicable, a letter directed to the Planning Board from the Department of Environmental Conservation relative to the subdivision meeting all appropriate standards.
- g. Owner or authorized representative must attend the Planning Board meetings (s) at time of review.

CODE COMPLIANCE PROCESS

Sketch Plan Submission and Review: Must comply with Chapter 162-11, 14, 15, 16 and 17 of the Quogue Village Code entitled SUBDIVISION OF LAND.

Minor Subdivision: Must comply with Chapter 162-13, 45, 46, 47, 48 and 49 of the Village Code.

Preliminary Plat for Major Subdivision Submission and Review: Must comply with Chapter 162-12, 18, 19, 20, 21 and 22 of the Village Code.

Final Plat for Major Subdivision: Must comply with Chapter 162-23 through 44.