



SUBDIVISION APPLICATION

EXPLANATION AND PRODEDURE

TECHNICAL REQUIREMENTS FOR PRELIMINARY AND FINAL SUBDIVISION  
APPROVAL

APPLICATION FORMS

## SUBDIVISION PROCEDURE/REQUIREMENTS

A subdivision is required when the use and/or division of any parcel of land into one or more lots, plats, sites or other divisions of land for immediate or future sale. Subdivision is also required for building development in such a way as to create one or more new public streets. Title to any portion of a parcel should not be transferred until final subdivision approval is obtained.

The application fee is \$100.00 plus \$20.00 per lot plus all consulting and engineering fees incurred by the Village.

You will need a survey map of the property, as it currently exists with the proposed subdivision sketched thereon prepared by a licensed land surveyor and acceptable for filing with the Monroe County Clerk's Office.

Preparation of Preliminary Plat documents: Fifteen copies of all documents measuring larger than 11" by 17" are needed. Be sure your documents comply with the technical requirements attached. Submit the preliminary plat documents and application to the Building Department. If all is in order, the matter will be placed on the agenda for the next scheduled Planning Board meeting.

Review of preliminary plat documents by the Planning Board. You must be present at this meeting. You may be asked to modify the maps during this stage.

The approval process is preparation and approval of final plat documents. The time required at this stage will depend on the extent of modifications required on review of the preliminary plat documents. You must submit the final plat documents to the Building Department. Your appearance before the Planning Board will be scheduled as before.

If your property lies within 500 feet of a municipal boundary or state or county right-of-way, it will be referred to the Monroe County Department of Planning for review of issues of countywide concern.

If your subdivision does not meet all zoning requirements, you must apply to the Zoning Board of Appeals for relief. If any variances are required, you should continue with your application for preliminary plat approval and at the same time apply to the Zoning Board of Appeals. Any or all variances will be granted subject to obtaining final plat approval from the Planning Board.

The preliminary plat drawn to a scale of 50' to 1". A topographic map at the same scale with contour intervals of 2' but not greater than 5' and proposed street profiles at appropriate scales, 1" equals 50' horizontal; 1" equals 5' vertical.

Suggested name or title to the proposed subdivision, name and address of owner of record, the subdivider, and the name of professional status of the designer of the plat.

Date of original submission, true North point, graphic scale and U.S.G.S. control monument.

Location of all property lines, easements, buildings, watercourses, water and sewer mains and other essential features of the area to be subdivided and within an area of 200' of the boundaries of the area to be subdivided, and the names of the owners of all such properties.

Location, names and widths of existing and proposed streets, highways, easements, parks and other public properties within the area to be subdivided and within 200' there from. Where new streets are proposed, the right-of-way line and width and the pavement lines and width shall be shown.

All areas proposed to be dedicated to public use shall be shown and so indicated and any conditions of such dedication shall be included or attached.

Typical cross sections of the proposed grading of the subdivided area.

All existing and proposed connections with existing and proposed water and sewer lines. Provisions for and location of surface drainage facilities.

Deed description and map of survey of tract boundary made and certified by a licensed land surveyor.

Preliminary designs of any bridges, culverts and other such facility, which may be required.

All proposed lot lines with approximate dimensions shown and all setback lines according to the Zoning Law of the Village of Fairport, Chapter 550.

An outline and description of the public improvements to be provided in compliance with the engineering standards of Fairport and in accord with the provisions of Section 455-11, of the Code of the Village of Fairport.

When the subdivider holds undeveloped land adjacent to the proposed subdivision or where such adjacent parcel does not front on any existing street, a sketch of a prospective future street layout for such adjacent parcel shall be shown on the same map as the preliminary plat.

Within six months of the Planning Board communication regarding the preliminary plat or a certificate from the Village Clerk indicating approval of preliminary plat through failure of the Planning Board to act within sixty days of application for such approval, the subdivider shall file with the Secretary of the Planning Board fifteen drawings of the final plat of the proposed subdivision on which preliminary action has been taken by the Planning Board. The final plat submitted for final approval and subsequent recording shall be clearly and legibly drawn in black waterproof ink on tracing cloth, shall be drawn to scale of 5' to 1", and shall include the following information:

All mapped information required for preliminary approval shall be shown on the final plat, drawn to scale and all necessary dimensions shown.

A certificate shall be obtained from the Fairport Village Engineer indicating that all required improvements have been designed and planned in accordance with the engineering standards of Fairport and in accord with the provisions of Section 455-11 of the Code of the Village of Fairport.

Further certification from the Fairport Village Engineer shall indicate that the required improvements have been completed in compliance with sound practices and to the satisfaction of the requirements of these regulations.

For any improvement not so completed, there shall be submitted with the final plat a certificate from the Village Attorney and the Village Engineer as to the sufficiency of the performance bond offered in lieu thereof. A period of one year, or other such period as may be deemed appropriate by the Planning Board, within which required improvements must be completed, shall be specified by the Planning Board and expressed in the bond, which time period as well as the amount of the bond shall be determined upon the advice of the Village Engineer. Such performance bond shall conform to the requirements of Section 439-30, Village Law, of the consolidated Laws of New York. The bond shall provide an amount determined adequate by the Planning Board and shall be retained for two years after the date of completion of the required improvements to assure their satisfactory condition. No reimbursement for any required improvement shall be made by the village or any district, department or authority therein.

In the case of subdivisions containing one or more lots, certification of approval by the Monroe County Department of Health shall also be submitted.

The location of all permanent monuments shall be indicated.

The length of all straight lines, deflection angles, and radii, length of curve, tangent distances and tangent bearings shall be indicated for each street. All dimensions and angles of the liens of each lot shall be shown. Any other data necessary for the location of any lot line in the field shall also be indicated and all dimensions shall be shown in feet and decimals of a foot.

The final plat shall contain formal offers of cession to the public of all streets, highways or parks not specifically reserved to the owner by notation on the final plat and all offers of cession and deeds accompanying them shall bear a certificate of approval of the Fairport Village Attorney as to their legal sufficiency.

Where the Fairport Village Board of Trustees has approved waivers for any required public improvements, the extent of such waivers shall be noted.

If a subdivision is for the purpose of development of said parcel of land, the sub-divider shall comply with the development standards and requirement improvements as detailed in Section 455-11 of the Code of the Village of Fairport.

APPLICATION FOR SUBDIVISION APPROVAL

Preliminary \_\_\_\_\_ Date \_\_\_\_\_

Final \_\_\_\_\_ Date \_\_\_\_\_

Name of Proposed Development \_\_\_\_\_

Applicant:  
Name \_\_\_\_\_

Plans Prepared By:  
Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature of Owner (I hereby authorize this application):  
\_\_\_\_\_

Ownership intention, i.e., purchase options, proposed use of site  
\_\_\_\_\_

Location of Site  
\_\_\_\_\_

Tax map description: \_\_\_\_\_ Zoning \_\_\_\_\_

Classification: \_\_\_\_\_

State and federal permits needed (list type and appropriate department):  
\_\_\_\_\_

Total site area (square feet or acres) \_\_\_\_\_

Anticipated construction time \_\_\_\_\_ Will development be staged? \_\_\_\_\_

Current land use of site (agriculture, commercial, undeveloped etc.) \_\_\_\_\_

Current condition of site (buildings, brush, etc.) \_\_\_\_\_

Is any portion of this parcel in a flood plain? \_\_\_\_\_

Character of surrounding lands (suburban, agriculture, wetlands) \_\_\_\_\_

Estimated cost of proposed improvements \$ \_\_\_\_\_

Anticipated increase in number or residents, shoppers, employees, etc. \_\_\_\_\_

Describe proposed use, including primary and secondary uses: ground floor area; height and number of stores  
For each building:

For residential buildings include number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three or more bedrooms including square footage of each unit) and number of parking spaces to be provided.

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For nonresidential buildings, include total floor area and total sales area; number of automobile and truck parking spaces.

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Other proposed structures.

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FEE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

I, \_\_\_\_\_ owner of property  
(Name)

Located at \_\_\_\_\_ hereby grant  
(Address of Property)

Permission to members of the Fairport Planning and Zoning Board of Appeals and Village Staff to enter upon and view my premises in connection with my application for a \_\_\_\_\_  
(Variance, Subdivision or Site Plan)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_