

**INSTRUCTIONS FOR FILING APPLICATION FOR  
FINAL SUBDIVISION APPROVAL**

The following items must be filed with the Office of the Village Attorneys, Humes & Wagner, 147 Forest Avenue, Locust Valley, New York, 11560. Telephone: (516) 676-4600.

1. An original and twelve (12) copies of final application.
2. Twelve (12) copies of final plat.
3. Twelve (12) copies of Grading and Drainage Plan and Road Profiles, if required.

*Note: The final plat must conform with Section 720 and the construction plan with Section 730 of the Village's Subdivision Rules & Regulations.*

4. Final fees, engineering deposit and hearing charges deposit (see attached schedule).
5. An updated Disclosure Affidavit, if there were any changes from the affidavit submitted with preliminary application.
6. An updated list of property owners within 100 feet of the property.
7. *Notice to Adjoining Property Owners of Public Hearing:* The Attorneys for the Village will mail notice to adjoining property owners.
8. A copy of Nassau County Land and Tax Map showing all properties within 100 feet of the subject premises and identity and addresses of the owners.

*Note: Application for approval of Final Subdivision Plat shall be submitted after preliminary approval is granted.*



-----  
AFFIRMATION ON SEARCH OF  
NEIGHBORING PROPERTY OWNERS

deposes and says:

That he/she is over the age of eighteen and resides at

That on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, deponent searched the current Village or Town tax roll records and hereby certifies that such records show the current title owners of the above listed properties within 100 feet of the subject property.

I HAVE READ THE FOREGOING AND UNDERSTAND THAT ANY FALSE STATEMENTS MADE THEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

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

\_\_\_\_\_  
Record Search Deponent's Signature

-----  
7. Signature and Certification

Date:

\_\_\_\_\_  
Applicant

I have read the foregoing application and understand that any false statements made therein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the Penal Law.

\_\_\_\_\_  
Applicant

(Note: General Municipal Law of the State of New York, Section 809 enacted in 1969 requires the filing of the following completed Disclosure Statement.)

DISCLOSURE STATEMENT

\_\_\_\_\_ deposes and says:

1. FOR INDIVIDUAL

a. That I am over the age of 21 and reside at \_\_\_\_\_

b. That I am \_\_\_\_\_ of the property  
(owner/contract vendee) (cross out one)  
designated as Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ on the  
Nassau County Land and Tax Map which forms the subject matter of this application and  
am fully familiar with all the facts and circumstances hereinafter set forth.

1. FOR CORPORATION

a. That I am the \_\_\_\_\_ of the \_\_\_\_\_  
(Office Held) (Name of Corp.)

and am fully familiar with all the facts and circumstances hereinafter set forth.

b. That the business address of \_\_\_\_\_  
(Name of Corp.)  
is \_\_\_\_\_

c. That said corporation was incorporated under and pursuant to the \_\_\_\_\_  
Law of the State of \_\_\_\_\_  
and is the \_\_\_\_\_ of the property designated as  
(owner/contract vendee) (cross out one)  
Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ on the Nassau County Land  
and Tax Map which forms the subject matter of this application.

d. That the following are the names and residences of each officer, director and shareholder: (Set forth names, residences and relationship to corp.) (Add additional sheet if necessary.)

e. That the corporate stock of said corporation has not been pledged to any person nor has any agreement been made to pledge the said stock: (except: If any, set forth details.)

(Delete this page from application if not necessary.)

1. FOR PARTNERSHIP

a. That I am a \_\_\_\_\_  
(partner, joint venturer, etc.)

of the \_\_\_\_\_  
(name of partnership)  
and am fully familiar with all the facts and circumstances hereinafter set forth.

b. That the above partnership was established in \_\_\_\_\_  
(place)

on \_\_\_\_\_ and is the \_\_\_\_\_  
(owner/contract vendee) (cross out one)

of the property designated as Lots \_\_\_\_\_ Block \_\_\_\_\_  
Section \_\_\_\_\_ on the Nassau County Land and Tax Map which forms the subject  
matter of this application.

c. That the following are the names, addresses and interests, respectively,  
of all partners (joint venturers, etc.):

2. That there are no encumbrances or holders of any instruments creating an encumbrance upon the subject property (except: if any set forth details.)

3. That neither deponent nor any other person mentioned in this statement is a Village officer or employee, or is related to a Village officer or employee. (except: If any set forth details.)

4. That no State Officer or employee or local municipal officer or employee in Nassau County or his spouse or a person by consanguinity related to either of them within the third degree is (are) the Applicant(s) or an officer, director or employee of the Applicant(s), or legally or beneficially owns or controls the corporate stock of the Applicant(s) or is a partner of the Applicant(s) or associated with the Applicant(s) in a joint venture or has an agreement with the Applicant(s), expressed or implied whereby his compensation for services is to be dependent or contingent upon the favorable exercise of discretion in the granting of the application herein. (except: If any set forth details.)

5. That in the event there is any change in the matters set forth herein prior to the public hearing relating to the property affected hereby, deponent(s) will file with the Village a supplemental statement indicating the details of such change within 48 hours of such change.

I HAVE READ THE FOREGOING AND UNDERSTAND THAT ANY FALSE STATEMENTS MADE THEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

\_\_\_\_\_  
\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Applicant(s) Signature(s)

-----  
(NOTE: If Applicant(s) is (are) contract vendee(s) a disclosure statement from the owner of the subject property is required to be filed with the application.)

## AERIAL PHOTOGRAPHS

The subdivider shall provide to the Board at the preliminary hearing an aerial photograph of the proposed subdivision site and its surrounding area. The aerial photograph shall be black and white (no blue-line print), shall have a scale of not less than 1" = 200', and shall be taken within the past four (4) years of the date of the proposed preliminary hearing.

A tracing, overlay, colored lines or some other means shall be placed or marked on the aerial photograph indicating the outline of the proposed subdivision, lot lines, roads and any other features (ponds, groves of trees, stream beds, etc.) which are to be addressed or considered for preserving.