

*VILLAGE OF MATINECOCK  
INSTRUCTIONS FOR FILING AN APPLICATION FOR FINAL  
SUBDIVISION or PARTITIONING APPROVAL*

Documents that MUST BE RETURNED to Humes & Wagner, LLP (The Village Attorneys) at 147 Forest Avenue, P.O. Box 546, Locust Valley, NY 11560:

- ( ) Completed and signed original application with all supporting documents required below
- ( ) Filing Fees and hearing deposits as follows in separate checks made payable to the Inc. Village of Matinecock:

**Filing Fee: \$500 per lot**

**Hearing Deposit: \$10,000 plus \$750 per building lot**

- ( ) Final Plat
- ( ) Updated grading and drainage plan and road profiles, if required.
- ( ) Radius Map or photocopy of the Nassau County Land Map showing all properties within 100 feet, and the names and addresses of the owners of record.
- ( ) Original submission with 12 copies in collated packages containing the entire submission **along with a digital copy of the entire submission in PDF format on a CD ROM or flash drive.**



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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

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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)

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(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.