



SUBDIVISION APPLICATION

INSTRUCTIONS

Applications are accepted by appointment only. To schedule an appointment, please contact Jill Wiedrick by phone at (585) 421 – 3208 or by email at jmw@fairportny.com

SUBMISSION REQUIREMENTS *Please note additional documentation may be required based on the scope of the proposal.

Chapter 455

	2 copies of this application
	15 copies of the preliminary plat drawn to a scale of 50 feet to 1 inch.
	A topographic map at the same scale with contour intervals of two feet but not greater than five feet and proposed street profiles at appropriate scales, one inch equals 50 feet horizontal, one inch equals five feet vertical.
	The suggested name or title of the proposed subdivision
	The name and address of the owner or owners of record, the subdivider and the name and professional status of the designer of the plat
	The date of original submission, true North point, graphic scale, and U.S.G.S. control monument.
	The location of all property lines, easements, buildings, watercourses, water or sewer mains, and other essential features of the area to be subdivided and within an area of 200 feet of the boundaries of the area to be subdivided and the names of the owners of all such properties.
	The 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 feet therefrom. 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.
	Provision 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 or other such facility which may be required.
	All proposed lot lines with approximate dimensions shown and all setback lines according to Chapter 550 , Zoning, of the Code of the Village of Fairport.
	An outline and description of the public improvements to be provided in compliance with Article IV Section 455-11 of these regulations.
	When the subdivider holds undeveloped land adjacent to the proposed subdivision or where such adjacent parcel does not front on an 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.
	Fee - \$190 + 20 per lot



SUBDIVISION APPLICATION

GENERAL INFORMATION

Location

Subdivider

Name

Mailing Address

Phone Number

Email Address

Signature

Date

Owner (if different from subdivider)

Name

Mailing Address

Phone Number

Email Address

Signature

Date

Size of Area to be Subdivided (acres, sq ft)

Total Number of Existing Parcels

Total Number of Proposed Parcels



SUBDIVISION APPLICATION

EXISTING PARCELS:

ADDRESS	Tax Account/SBL	EXISTING IMPROVEMENTS

PROPOSED PARCELS:

LOT #	LOT AREA	PROPOSED USES

Describe any proposed development, redevelopment, construction, enlargement or addition to any building or site preparation.



Board Member Site Visits

As part of their responsibilities for reviewing your application, Board Members and Village Staff conduct site visits of the subject property to enable them to observe the property and the context of the neighborhood and adjacent properties. Some applications involve a project that is not visible from the public right-of-way and it may be necessary for Board Members and Village Staff to access your property to observe portions of the exterior of the property not visible from the right of way.

Please note that if you do not authorize Board Members and Village Staff to access your property, you must provide additional photographic evidence of the area of your property that is not visible from the public right-of-way.

I, _____ (owner of property),
located at _____ (subject property address) hereby grant
permission to members of the Fairport Planning Board, Zoning Board of Appeals, Historic
Preservation Commission and Village Staff to enter upon and review my premises in connection with
the application submitted for the review.

Signature of Property Owner

Date



**Statement of Applicant and Owner with Respect
to Reimbursement of Professional and Consulting Fees**

In conjunction with an application made to the Village of Fairport, the undersigned states, represents and warrants the following:

1. I/We am/are the applicant and/or owner with respect to an application to the Village of Fairport.
2. I/We have been advised of, are aware of and understand the obligation to reimburse the Village of Fairport for consulting and professional fees incurred in relation to my/our application(s), all in accordance with the Village of Fairport Consultant Fee Reimbursement Law.
3. I/We understand that this obligation shall not be dependent upon the approval or success of the application.

Owner

Signature

Dated

Applicant (if different from Owner)

Signature

Dated