



Incorporated Village of Hewlett Bay Park

30 Piermont Ave Hewlett, NY 11557

516-295-1400

Building@hewlettbayparkny.gov

Subdivision Application

Owner		
Property Location		
Section Block Lot #1	Section Block Lot #2	Section Block Lot #3
Email		Telephone:
Mailing Address		
Attorney		
Address		
Email		Telephone:

Sketch Plat Application:

- Include all contiguous holdings of the owner, including land in the same ownership, with an indication of the portion which is proposed to be subdivided, accompanied by an affidavit of ownership which shall include the dates the respective holdings of land were acquired, together with the liber and page of each conveyance into the present owner as recorded in the Nassau County Clerk's office. The affidavit shall indicate the name and address of the legal owner of the property; the name and address of any contract vendor of the property; the date the contract of sale was executed; and, if any corporations are involved, a complete list of all directors, officers and stockholders of each corporation owning more than 5% of any class of stock, including the residence address of each such stockholder; if any partnership is involved, a complete list of all partners, including the residence address of each; and, if any other non natural person is involved, a list of all persons possessing power to act for such non natural person, including the residence address of each such person.
- Be accompanied by a minimum of 12 copies of the sketch plat as described in § 131-27 of these regulations and all other documents required as part of the application.
- Include an address and telephone number of an agent located within the County of Nassau who shall be authorized to receive all notices required by these regulations.

The sketch plat shall be drawn by a licensed land surveyor to a convenient scale of not more than 100 feet to an inch and shall show the following information:

- **A.** The title of the proposed subdivision, the graphic scale, the North arrow, the date, the revision date (if any), the property owner's name and address, the applicant's name and address (if other than the owner) and the name, address and seal of the licensed surveyor preparing the sketch plat.
- **B.** The location of property lines, existing easements, burial grounds, railroad rights-of-way, watercourses and existing wooded areas or trees eight inches or more in diameter measured four feet above ground level; the location, width and names of all existing or platted streets or other public ways within or immediately adjacent to the tract; and the names of adjoining property owners from the latest assessment rolls within 500 feet of any perimeter boundary of the subdivision.
- **C.** The locations, sizes, elevations and slopes of existing sewers, water mains, culverts and other underground structures within the tract and immediately adjacent thereto and existing permanent buildings and utility poles on or immediately adjacent to the site.
- **D.** The topography, with a contour interval of two feet referred to sea level datum. All datum provided shall be the latest applicable United States Coast and Geodetic Survey datum and should be so noted on the plat.
- **E.** The approximate location and widths of proposed streets.
- **F.** Preliminary proposals for connection with existing water supply and sanitary sewage systems or alternative means of providing water supply and sanitary waste treatment disposal and preliminary provisions for collecting and discharging surface water drainage.

- **G.** The approximate location, dimensions and area of all proposed or existing lots.
- **H.** The approximate location, dimensions and area of all parcels of land proposed to be set aside for park or playground use or other public use or for the use of property owners in the proposed subdivision.
- **I.** The location of temporary stakes to enable the Planning Board to find and appraise features of the sketch plat in the field.
- **J.** Whenever the sketch plat covers only a part of an applicant's contiguous holdings, a sketch of the proposed subdivision area, at the scale of no more than 200 feet to the inch, together with its proposed street system, and an indication of the probable future street and drainage system of the remaining portion of the tract.
- **K.** A vicinity map showing streets and other general development of the surrounding area at a scale of one inch equals 30 feet. The sketch plat shall show all school and improvement district lines and zoning district lines with the zones properly designated. The proposed lot lines should be shown on this map.

Property Owner's Name (PRINT) _____

Property Owner's Signature _____

State of NY
County of Nassau SS:

Sworn To before me this

_____ day of _____, 20____

Notary Public

Notary Stamp:

* For further subdivision information please read the Village Code <https://ecode360.com/13656793>

Subdivision Fees

Filing Fee	\$200
Sketch plan	\$500 single-family \$1,000 non-single-family
Preliminary plat (per lot)	\$1,000* single-family \$2,000** non-single-family
Final plat (per lot)	\$1,000* single-family \$2,000** non-single-family
Waiver	\$500, plus filing, single-family \$1,000, plus filing, non-single-family