

INC. VILLAGE OF PLANDOME MANOR
55 Manhasset Avenue
Manhasset, NY 11030
(516) 627-3701
Email: clerk@plandomemanorny.gov

PLANNING BOARD APPLICATION

Requirements as per Chapter 42 of the Code of the Incorporated Village of Plandome Manor

To be filed with the Village Clerk at least twenty (20) days prior to hearing:

- 1] **Eight (8) copies of this application – completed and notarized.**
- 2] **Eight (8) copies of completed short EAF (Environmental Assessment Form).**
- 3] **Eight (8) copies of current deed for the property at issue.**
- 5] **Eight (8) copies of tax map for the subject property.**
- 6] **Eight (8) copies of Owner’s Endorsement (**if needed**).**
- 7] **Eight (8) copies of Full Disclosure Affidavit.**
- 8] **Eight (8) copies of survey showing Proposed Final Plat.**
- 9] **Eight (8) copies of surveys showing each individual proposed lot.**
- 10] **Signed & notarized Affidavit of Serving Notice.**
- 11] **Fees:**
 - Planning Board Filing and Examination \$ 1,000
 - Subdivision Application Filing (Preliminary Plat)..... \$ 3,600
\$600 Non-refundable filing fee
\$3000 Deposit for Village Expenses**(must sign & notarize deposit policy)*
Plus \$200 per lot
 - Subdivision Application Filing (Final Plat) \$ 4,000
\$1,000 Non-refundable filing fee
\$3,000 Deposit for Village Expenses**(must sign & notarize deposit policy)*
Plus \$5,000 bond or certified check security
Plus \$50 per linear feet street or highway
- 12] **Applicant must send notice of the public hearing to the adjacent property owners in a 200 ft radius no fewer than ten (10) days and no more than twenty (20) days prior to the hearing.**

INCORPORATED VILLAGE OF PLANDOME MANOR

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Manhasset, NY 11030

(516) 627-3701

PLANNING BOARD APPLICATION

Requirements as per Chapter 42 of the Code of the Incorporated Village of Plandome Manor

Section: _____ Block: _____ Lot (s): _____ Date: _____

Zone of Subdivision: _____

Owner's Information:

Last Name: _____ First Name: _____ Corp. Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Tele Number: _____ Fax Number: _____

Email: _____

Applicant Information:

Last Name: _____ First Name: _____ Corp. Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Tele Number: _____ Fax Number: _____

Email: _____

Attorney Information:

Last Name: _____ First Name: _____ Corp. Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Tele Number: _____ Fax Number: _____

Email: _____

Address of Subdivision:

Street Address: _____ City: _____

State: _____ Zip Code: _____

Surveyor Information:

Last Name: _____ First Name: _____ Corp. Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Tele Number: _____ Fax Number: _____

Total Number of Acres: _____ Total Number of Proposed Lots: _____

Will this Subdivision require a new street or roadway? _____

Will this Subdivision require a cul-de-sac or dead-end street? _____

Will this Subdivision cause an unrelated property boundary line to become a front yard per code? _____

Name of Subdivision: _____

Sworn to me this _____ day
of _____, 20__

Signature of Owner

Notary Public

Incorporated Village of
PLANDOME MANOR



FULL DISCLOSURE AFFIDAVIT

In the matter of:

Address:

To the Village of Plandome Manor Planning Board

State of _____

County of _____

_____, being duly sworn, deposes and says:

1. This Affidavit is made by your deponent and intended to be filed with the above Board of the Village of Plandome Manor to fulfill requirements of the appropriate sections of the Plandome Manor Village Code with respect to the above-entitled application made or intended to be made affecting property located and described as follows:

2. Name and address of the person making and signing the Affidavit:

3. If the person making this Affidavit is not the applicant, state the relationship to the applicant:

4. List the names and addresses of ALL persons who have any interest whatsoever in the project and properties described in this application, direct or indirect, vested, or contingent. This is including but is not limited to owner, partner, contract vendor, contract vendee, lessor, sub-lessor, contract lessor, lessee, sub-lessee, contract lessee, mortgagor, mortgagee, holder or contract holder of any beneficial interest, holder or contract holder of any encumbrance or lien, guarantor, assignee, agent, or broker. List such person(s) even if the interest arises as the result of providing funds for acquiring or developing the property, and whether the interest arises from or is affected by the decision of these municipal Board(s). Please state if any of these are, or are related to, officers or employees of the Village of Plandome Manor and state the nature of the relationship and extent of interest. If any of the above is a corporation, list all principals of said corporation.

5. List the names and addresses of ALL persons who will receive any benefit of any kind because of their work, effort or services in connections with this application. Please state the nature of relationship and extent of interest and note if any of those mentioned are officers or employees of the Village of Plandome Manor.

The undersigned affirms the truth and completeness of the above under penalty of perjury.

Sworn to before me this
_____ day of _____ 20__

Notary Public

Owner/Applicant's Signature

Incorporated Village of
PLANDOME MANOR



PROPERTY OWNER'S ENDORSEMENT

State of _____

County of _____

_____, being duly sworn, deposes and says that (s)he resides at _____ in the County of _____, and the State of _____, and that (s)he is the (owner in fee) or (_____ of the _____ Corporation, which is the owner in fee) of the premises described in the foregoing application to the Village of Plandome Manor's Planning Board and that (s)he has authorized _____ to make the foregoing application.

(Corporate Seal)

Sworn to before me this _____

Day of _____, 20_____

Notary Public

Owner, Partner, Corporate Officer, or Other (state title)

****If more than one owner, attach additional Property Owner's Endorsement Forms for each**

NOTICE OF PLANNING BOARD HEARING
(Send to adjacent property owners within a 200' radius)

An application for sub-division has been filed concerning the property listed below. This application will be heard by the Village of Plandome Manor Planning Board on:

Date: _____

Time _____

Place: _____

The property and nature of the proposed construction are as follows:

PROPERTY: _____

NATURE OF PROPOSED CONSTRUCTION:

This meeting is open to the public and you are invited to attend and be heard concerning this matter. This notice is being sent to you pursuant to Plandome Manor Village Code §22.5(E).

Property Owner

Incorporated Village of
PLANDOME MANOR



DRB/BZA/Planning Board Deposit Policy

The Plandome Manor Village Code, Section A228-3, provides that the applicant is liable and shall pay for all of the Village's expenses incurred in connection with reviewing an application, which includes all engineering, legal, advertising, stenographic and consultant expenses, incurred by the Village. Accordingly, you are responsible for the payment of the outstanding balance.

I understand the above statement and accordingly will pay all fees associated with my DRB/BZA/Planning Board application.

Property Owner - Signature

Property Owner - Print Name

Sworn to before me this _____

Day of _____, 20_____

Notary Public