



# Village of Mount Morris

117 Main Street, Mount Morris, NY 14510  
Building Zoning Permits/Code Enforcement  
Phone (585) 658-4160 [chuck.cagle@mountmorrisny.us](mailto:chuck.cagle@mountmorrisny.us)

## SUBDIVISION APPLICATION

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

All applicants wishing to make application for the subdivision of land in the Village of Mount Morris must conform to the requirements of CHAPTER 204. SUBDIVISION OF LAND.

MINOR SUBDIVISION:  Yes  No

Any subdivision containing not more than four lots fronting on an existing street, not involving any new street or road or the extension of municipal facilities.

MAJOR SUBDIVISION:  Yes  No

Any subdivision not classified as a minor subdivision, including but not limited to subdivision of five or more lots or any size subdivision requiring any new street or extension of municipal facilities.

Sketch plan.

- A. Prior to submitting a final plat application for a minor subdivision or a preliminary plat application for a major subdivision, the subdivider may submit a sketch plan for informal review by the Joint Planning Board. The sketch plan should show the location of the subdivision, all existing structures, wooded areas, significant physical features, available utilities and the proposed pattern of lots, drainage and sewer and water facilities.
- B. The Joint Planning Board shall determine whether the sketch plan meets the purposes of this chapter and shall inform the subdivider of the necessary action they should take in meeting the requirements of this chapter.

APPLICANT:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

1. PROPERTY OWNER:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

2. SURVEY PREPARED BY THE FOLLOWING LICENSED LAND SURVEYOR:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Proposed Subdivision: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Location of Subdivision: \_\_\_\_\_ Number of lots in subdivision: \_\_\_\_\_

Total area being subdivided: \_\_\_\_\_ Zoning District: \_\_\_\_\_

List individual lot numbers and area per lot:

Lot # 1 _____	Lot # 2 _____
Lot # 3 _____	Lot # 4 _____
Lot # 5 _____	Lot # 6 _____
Lot # 7 _____	Lot # 8 _____

**A completed SEQRA Environmental Assessment Form (EAF) is required as part of the Subdivision approval process.**  
(Applicant completes front of the SEQRA form only).

### **Referrals to Adjoining Municipalities**

**Adjacent municipalities must be afforded notice of a public hearing held on a subdivision application when the applicant's property is within 500 feet of the adjacent municipal boundary. Notice must be given to the clerk of the adjacent municipality by mail or electronic transmission at least ten days prior to the hearing. This notice gives representatives of the adjacent municipality the opportunity to attend the hearing on the subject application. If a proposed subdivision straddles a municipal boundary, the portions of the plat should be submitted separately to each local planning board, though each board should take into account the impacts of the entire proposed development.**

**In addition to the listed required information please refer to the Village of Mount Morris code Chapter 204, Article V, Required Submissions. § 204-21. Minor subdivision plat, or § 204-22. Major subdivision preliminary plat.**

Are any state/federal permits required?  Yes, please list below. No

\_\_\_\_\_

Will there be any new roads on the property?  Yes  No If yes, will they be dedicated to the Village?  Yes  No

\_\_\_\_\_

Current use of site (agricultural, commercial, undeveloped, etc.)

\_\_\_\_\_

Current condition of the surrounding lands (agricultural, suburban, wetlands, etc.)

\_\_\_\_\_

Are there any deed restrictions, right-of-ways, or easements on the property?  Yes, if yes, list below and include on maps.  No

\_\_\_\_\_

Is the property located in a floodplain district?  Yes, if yes, list below and include on maps.  No

\_\_\_\_\_

Will any of the new lots be combined with an existing lot?  Yes, if yes, list tax map number below and include on maps.  No

\_\_\_\_\_

After the lot is created you will have to complete a **Livingston County Parcel Combination** request form found at <https://lf.livingstoncounty.us/Forms/ParcelComboReq>

Please list any additional information:

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION IS HEREBY MADE** to the Code Enforcement Officer pursuant to the Zoning Ordinances of the Village of Mount Morris. The applicant agrees to comply with all the applicable laws, ordinances and regulations.

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**RESPONSIBLE FOR ANY CONSULTANT FEES**  
(Village Engineer, Village Attorney, etc.) incurred during the application process.

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including Legal, Engineering, Code Enforcement Review or other outside consultants. Applications submitted to the Mount Morris Joint Planning Board will normally receive chargeback fees for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of Engineering, Legal, and other consultant review and preparation and will incur higher costs.

Applications for new construction may be referred to the Village Engineer for engineering review. The **Property Owner** will also be responsible for legal fees for applications submitted to the Mount Morris Joint Planning Board, Zoning Board of Appeals, or the Village of Mount Morris Code Enforcement Office. Fees for engineering and legal expenses traditionally range between one hundred and two hundred fifty dollars per hour. A copy of the Villages' annual fee schedule is available upon request from the Code Enforcement Office or the Village Clerk's Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally, projects approved by the Mount Morris Joint Planning Board may be required to pay a parks and recreation fee as established by the Village Board (currently \$100 per unit) if required as part of the conditions of approval.

The property owner represents and agrees as a condition to the issuance of these permits that the development will be accomplished in accordance with the Village Zoning and the New York State Uniform Fire Prevention and Building Code and the plans and specifications annexed hereto.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The undersigned hereby makes this application pursuant to the Code of the Village of Mount Morris and affirms that the information furnished by the undersigned in support of this application is true and correct to the best of my knowledge. All work in connection with the proposed project will comply with all applicable laws and ordinances whether specified herein or not. The granting of a permit for this project does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction, land use or the performance of construction. The undersigned hereby acknowledges that it is his/her responsibility to acquire, read, and understand the requirements relating to this application and project and hereby certify that he/she has done so. **The undersigned further acknowledges that he/she is aware of the inspection requirements relating to this permit and acknowledge that proceeding with or continuing construction without first obtaining the necessary inspections may result in the undersigned having to remove the work that was completed in order to obtain an inspection, solely at his/her liability and expense.**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(I certify that all information is true and correct.)

Print Property Owner Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(I certify that all information is true and correct.)

Print Applicant Name: \_\_\_\_\_

N.Y. Penal Law 210.45 – Making a Punishable False Written Statement. A person is guilty of making a punishable false written statement when his/her knowingly makes a false statement, which his/her does not believe to be true, in a written instrument bearing a legally authorized form notice to the effect that false statements made therein are punishable.

Making a punishable false written statement is a class A misdemeanor. Upon conviction of a Class "A" misdemeanor, a court may sentence an individual to a maximum of one year in jail or three (3) years probation. In addition, a fine of up to \$1,000 or twice the amount of the individual's gain from the crime may be imposed.

**Note:** Property Owner **must** be the same as that which is listed in the most recent Official Tax Roll of the Village of Mount Morris. If the Property Owner is different from the Tax Roll, documentation certifying this discrepancy must be submitted with this Application.

Please DO NOT send payment with this application. Payment shall not be made until the (Non-refundable) fee is determined by the Code Enforcement Office.

This Application has been reviewed by:

\_\_\_\_\_  
(Signature of Building/Code Officer)

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

Final Approval Granted by the Joint Planning Board:

\_\_\_\_\_  
(Signature of Joint Planning Board Chair)

Date: \_\_\_\_\_  
(Date Approved)

Date: \_\_\_\_\_  
(Date)

<p><b><u>COMPLETE Application</u></b></p> <p>Received Date: _____</p> <p>By: _____</p>
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<p><b>OFFICE USE ONLY:</b></p> <p>Zoning Officer: _____</p> <p>(Non-refundable) Fee Due: _____ Check: _____ Cash: _____</p> <p>Receipt #: _____ Permit No: _____</p>
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