



City of Rochester, NY

CITY OF ROCHESTER

BUREAU OF PLANNING & ZONING
City Hall, 30 Church Street, Room 125-B
Rochester, New York 14614
(585) 428-7044

- SUBDIVISION APPLICATION
- EXEMPT SUBDIVISION APPLICATION

INSTRUCTIONS

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY. To schedule an appointment, please contact Matthew Simonis at (585) 428-6637 or matthew.simonis@cityofrochester.gov

Submission requirements:

1. **Two (2) copies** of this application.
2. A nonrefundable fee of **\$200.00**. Please make your check payable to the **City Treasurer**.
3. A **TAX CERTIFICATE** from the City Treasurer (City Hall, 100-A) and County Treasurer (County Office Building, 39 W. Main Street, Rm. B-2) verifying that all taxes and charges for this property have been paid through the entire tax year.
4. **Two (2) copies** of an 8 ½ in. x 11 in. Tax Map showing all affected properties (available from the Maps and Survey, 225-B, City Hall).
5. **Fifteen (15) copies (folded)** of the subdivision map containing the below listed information.

Place a check (✓) mark in the space when that information has not been included. Any information not provided on this sheet or on the map, and has not been waived by the Bureau of Planning and Zoning, must be fully explained.

- _____ a. The subdivider's name and address.
- _____ b. The name, address, seal and signature of the licensed land surveyor and (when required) the name, address, seal and signature of the licensed professional engineer.
- _____ c. A location sketch (not necessarily to scale) showing the proposed subdivision, adjoining roads (with their names), intersection, schools, parks and/or other physical features which will aid in identifying the site.
- _____ d. A topographic map prepared by a licensed land surveyor showing existing contours and water courses on the subdivision and over the area within a radius of two hundred (200) feet measured from the subdivision boundaries.
- _____ e. For the area to be subdivided and within a two hundred (200) foot radius from the boundaries of the subdivision, locate and show the following:
 - _____ 1) All property lines, easements, water courses, water mains, sanitary and stormwater sewers, natural gas, electrical and communication distribution lines and all other significant features of the area.
 - _____ 2) All buildings and other improvements.
 - _____ 3) The names of all property owners.
 - _____ 4) The location, names and widths of all existing and proposed streets, highways, easements, parks and other public properties. (Where new streets are proposed, the right-of-way lines and widths and the pavement lines and widths shall be shown).
- _____ f. For the area to be subdivided, the proposed lot areas and building and lot coverage areas.
- _____ g. Location of all existing and proposed connections with existing and proposed water, sewer and other utility lines, and the indication of provisions for and locations of surface drainage facilities.
- _____ h. All areas proposed to be dedicated to public use shall be shown and so indicated and any conditions of such dedication shall be indicated or attached.
- _____ i. Typical cross-sections of the proposed subdivision grading.
- _____ j. Elevations of existing and proposed ground surfaces at all streets.

6. Upon final approval, a subdivision map (plat) must be submitted, drawn in waterproof ink on permanent tracing film (Mylar or other equivalent material). All revisions to the map must be noted and dated on revised map. This map must be filed in the Monroe County Clerk's Office and must meet all the requirements established by the County of Monroe.

GENERAL INFORMATION

1. **LOCATION:** _____

2. **SUBDIVIDER (APPLICANT):**

Name: _____ Phone: _____

No. & Street: _____

City, State & Zip: _____

3. **OWNER (if different):**

Name: _____ Phone: _____

No. & Street: _____

City, State & Zip: _____

4. Size of Area to be subdivided (acres sq. ft.) _____

5. Total Number of Existing Parcels: _____ Total Number of Proposed Parcels: _____

6. **EXISTING PARCEL(S):**

ADDRESS(ES)	TAX ACCOUNT/SBL #(S)	EXISTING IMPROVEMENTS

7. **PROPOSED PARCEL(S):**

LOT #	LOT AREA	PROPOSED USES

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

OWNER (if other than above): I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

SIGNATURE: _____ **DATE:** _____

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[FOR OFFICE USE ONLY]

ADDRESS: _____ **FILE NUMBER:** _____

DATE FILED: _____ **FEE:** _____