



City of Rochester, NY

**CITY OF ROCHESTER**

**BUREAU OF BUILDINGS & 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 Mary Kerr by phone at (585) 428-6590 or by email at [mary.kerr@cityofrochester.gov](mailto:mary.kerr@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 sub--divider'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.
  - \_\_\_\_\_ 1) All property lines, easements, water courses, water mains, sanitary and storm water sewers, natural gas, electrical and communication distribution lines and all other significant features of the area.
  - \_\_\_\_\_ 2) The names of all property owners.
  - \_\_\_\_\_ 3) 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.

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: \_\_\_\_\_

DATE FILED: \_\_\_\_\_