



INCORPORATED VILLAGE OF MANORHAVEN
"THE PEARL OF MANHASSET BAY"

33 Manorhaven Boulevard
Port Washington, New York 11050
Phone: (516) 883-7000; Fax: (516) 439-5574
www.manorhaven.org

**INSTRUCTIONS FOR FILING FOR A SUBDIVISION BEFORE THE
PLANNING BOARD**

1. FILL OUT SUBDIVISION APPLICATION (1 ORIGINAL & 9 COPIES REQUIRED)
2. CURRENT SURVEY
3. PROPOSED SURVEYS
4. CURRENT DEED OR PROOF OF OWNERSHIP
5. IF AGENT/ ATTORNEY-LETTER OF AUTHORIZATION, PERMITTING AGENT TO SUBDIVIDE PROPERTY, **NOTARIZED SIGNATURES** OF OWNER AND AGENT.
6. PHOTOGRAPHS OF CURRENT PROPERTY
7. ENVIRONMENTAL ASSESSMENT FORM
8. WAIVER LETTER FROM NASSAU COUNTY PLANNING COMMISSION
9. APPLICATION FEES:

<u>Category of Application</u>	<u>Filing Fee</u>
Two-family dwelling	\$500
Multiple dwelling	\$150 per unit
Commercial, Industrial, Governmental Applications:	
- First 10,000 sq. ft. of lot area or part thereof	\$1,200
- Each additional 10,000 sq. ft. of lot area or of part thereof	\$1,200
10. DEPOSIT:
 - For subdivision with property under 2 acres, the fee shall be \$3,500
 - For a subdivision with property of 2 acres but less than 5 acres, the fee shall be \$5,000
 - For an application involving property of five or more acres, the fee shall be \$2,000 per acre.
11. PROVIDE 200 FT RADIUS MAP
12. LIST OF OWNERS WITHIN 200 FT OF SUBJECT PROPERTY
13. MAIL NOTICE OF PROPOSED HEARING TO RESIDENTS CERTIFIED RETURN RECEIPT



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SUBDIVISION APPLICATION BEFORE THE PLANNING BOARD

1. APPLICATION # _____ FEE _____ DATE _____
2. LOCATION OF SITE _____
Address _____
N.E.S.W. _____ ft N.E.S.W. _____

3. SECTION _____ BLOCK _____ LOTS _____
4. USE DISTRICT _____
5. APPLICANTS (OR OWNERS) NAME _____
ADDRESS _____
TELEPHONE _____
6. ATTORNEY _____
ADDRESS _____
TELEPHONE _____
7. AREA OF EXISTING LOT _____
8. PROPOSED NUMBER OF LOTS _____
9. PROPOSED AREA EACH LOT _____
10. NAME OF SURVEYOR _____
11. PROPOSED ACREAGE _____
12. WILL A CHANGE OF ZONE BE REQUESTED? _____ LIST ZONE _____
13. WILL THERE BE ANY VARIANCES? (LIST) _____

14. LAND IS HELD BY OWNER-DEED- DATE (ATTACH COPY) _____
15. RECORDED NASSAU COUNTY CLERKS OFFICE ON _____
IN LIBER _____ OF DEEDS AT PAGE _____

**SUBDIVISION APPLICATION BEFORE THE PLANNING BOARD
CONTINUED**

16. CURRENT USE OF SITE _____

17. DESCRIBE PROPOSED USE (**ATTACH LETTER OF DESCRIPTION**) _____

18. HAVE PHOTOGRAPHS BEEN PROVIDED _____

19. WILL BUILDINGS ON PROPERTY BE DEMOLISHED? (LIST) _____

20. IF BUILDINGS ARE TO REMAIN PROVIDE ZONING DATA (**ATTACH SHEET**) _____

21. IS PROPERTY IN FLOOD ZONE (LIST ZONE) _____

22. DOES PROPERTY FALL WITHIN 300' OF AN UNINCORPORATED AREA OF THE TOWN
OF NORTH HEMPSTEAD? _____

23. HAS NASSAU COUNTY PLANNING COMMISSION BEEN NOTIFIED? _____

24. DESCRIBE ENVIRONMENTAL IMPACT (**LIST**) _____

25. IF NEGATIVE IMPACT, DESCRIBE _____

26. LIST TYPE OF ACTION _____

27. DATE PRELIMINARY APPROVAL _____ FINAL APPROVAL _____

One of the following affidavits must be completed

Affidavit to be completed by Owner other than Corporation

**STATE OF NEW YORK
COUNTY OF NASSAU:**

_____ Being duly sworn, deposes and says he is the owner in fee of the property described in the foregoing application. That the statements contained therein are true to the best of his knowledge and belief.

Sworn to before me this _____ day of _____ 20____

Notary Public

STAMP

Affidavit to be completed by Corporation Owner

**STATE OF NEW YORK
COUNTY OF NASSAU:**

_____ Being duly sworn, deposes and says he resides at _____
_____ in the County of _____ and State of _____

That he is the _____ of _____
the Corporation which is owner in fee of the property described in the foregoing application for consideration of preliminary layout, and that the statements contained therein are true to the best of his or her knowledge and belief.

Sworn to before me this _____ day of _____ 20____

Notary Public

STAMP

Affidavit to be completed by Agent of Owner

**STATE OF NEW YORK
COUNTY OF NASSAU:**

_____ Being duly sworn, deposes and says (s)he is the agent named in the foregoing application for consideration of the preliminary layout, that he has been duly authorized by the owner in fee to make application and that the foregoing statements contained therein are true to the best of his or her knowledge and belief.

Sworn to before me this _____ day of _____ 20____

Notary Public

STAMP

Appendix C

State Environmental Quality Review

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION:	
Municipality _____	County _____
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS:	
☐ New ☐ Expansion ☐ Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED:	
Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?	
☐ Yes ☐ No If No, describe briefly _____	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?	
☐ Residential ☐ Industrial ☐ Commercial ☐ Agriculture ☐ Park/Forest/Open Space ☐ Other Describe _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?	
☐ Yes ☐ No If Yes, list agency(s) name and permit/approvals: _____	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?	
☐ Yes ☐ No If Yes, list agency(s) name and permit/approvals: _____	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?	
☐ Yes ☐ No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? ☐ Yes ☐ No	If yes, coordinate the review process and use the FULL EAF.
B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. ☐ Yes ☐ No	
C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible) C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly: C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly: C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly: C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly: C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly: C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly: C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly: 	
D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? ☐ Yes ☐ No If Yes, explain briefly:	
E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? ☐ Yes ☐ No If Yes, explain briefly:	

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

☐ Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.	
☐ Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide, on attachments as necessary, the reasons supporting this determination.	
_____ Name of Lead Agency	_____ Date
_____ Print or Type Name of Responsible Officer in Lead Agency	_____ Title of Responsible Officer
_____ Signature of Responsible Officer in Lead Agency	_____ Signature of Preparer (If different from responsible officer)

Reset

**INCORPORATED VILLAGE OF MANORHAVEN**

BUILDING DEPARTMENT

33 Manorhaven Boulevard

Port Washington, New York 11050

Phone: (516) 883-7000; Fax: (516) 439-5574

LIST OF OWNER OF ADJOINING PROPERTIES

Applicant: _____ **Hearing Date:** _____

Address: _____

[illegible]



Applicant: _____ **Hearing Date:** _____

[illegible]



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NOTICE OF PLANNING BOARD HEARING

Mail copy to ALL PROPERTY OWNERS within 200-ft. radius of property via
Certified Mail – Return Receipt

To: _____
List Properties Owners Name

List Properties Owners Address

PLEASE TAKE NOTICE that the undersigned has made an application to the Village of Manorhaven Planning Board as described on the attached legal notice.

At the premises situated at Section _____ Block _____ Lot(s) _____

A Public Hearing will be held by Planning Board Village of Manorhaven at the

Village Hall, 33 Manorhaven Boulevard, Port Washington, New York on
the _____ day of _____ 20____, at ____:____ PM.

Applicant Name:

Signed _____ Date _____

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Affidavit of Mailing

State of New York)) ss:
County of Nassau)

_____, being duly sworn, deposes and says that I am the owner / agent for the owner (cross out incorrect one) and on the _____ day of _____, 20 _____, I served a copy of the attached Notice to Owners of Adjoining Properties to the owners of record at the address indicated on the attached listing of Owners of Adjoining Properties. The said list, comprising all the owners of property with a one hundred foot radius of the subject property, was sealed in a post paid envelope and deposited at the U.S. Post Office.

The lists of names compiled for the radius map was obtained from the following tax records:

☐ Nassau County

The said Notice was mailed by Certified Mail, return receipt requested. The mailing receipts and the returned cards are attached hereto.

Signature _____

Sworn to before me this _____ day of 20_____

Notary

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ADDITIONAL NOTICE OF HEARING (PURSUANT TO LOCAL LAW 15-2025)

Amendment to the Local Laws Sec. 38-4(L); Sec. 133-2E; Sec. 155-63(B)(2) and Sec. 155.60(C)2(b), to provide for an increased sign size requirements to display permits and applications to the Board of Zoning Appeals, Planning Board, and the Board of Trustees (Subdivision and Site Plan review on parcels larger than ½ acre). The length of time that the signs will have to be displayed prior to the public meeting of the aforementioned boards will also be increased from 7 days prior to a hearing to 15 days prior to the hearing.

To be posted in conspicuous place or prominently displayed in front of property:

Sample Notice

(24x36 Board)

See below Sample Notice Board

NOTICE OF PUBLIC HEARING

*Appeal # (Enter PB Number here) – (Enter complete address here) (Enter Section/Block/Lot here)
– (Enter current Zoning here) (enter description of proposed application here).*

PLEASE TAKE NOTE: Applicant or their representative and all parties interested should appear at a public hearing to be held on the above matter at 6:30 pm on (enter date of hearing here) at Village Hall, 33 Manorhaven Blvd, Port Washington, NY. Please visit the Village website at www.manorhaven.gov for continuation meeting updates for application.