



Town of Rotterdam

Office of the Planning Commission

All requested information shall be provided and must be filled out in black ink or typed for photocopying purposes.

TOWN OF ROTTERDAM
SUBDIVISION APPLICATION

- Initial Sketch Plan \$150
Final Major Subdivision \$200 per lot
Final Minor Subdivision \$160 per lot
Parkland Fees \$1,000 per additional lot created or \$600 per unit (MULTI-FAMILY)
Advertising Fee = Actual cost of legal notices

PART II
GENERAL INFORMATION

Legal Owner's Name:
Mailing Address:
City: State: Zip:
Daytime Phone: E-mail:

If the applicant does not own the property, prepare the endorsement at the end of this form establishing owner's authorization of the applicant's proposed subdivision of his land.

Owner's Designated Contact:
Mailing Address:
City: State: Zip:
Daytime Phone: E-mail:

If you do not hold title to property, what is your interest in it?

Street Address of Proposed Site (if any):

Project/Proposal Site Area: (Acres or sq. ft.)

Assessor Tax Parcel No.(s) of Proposal Site:
Describe Existing Use(s) on Proposed Site: (buildings, well, sewer drainfield, etc.)

Existing Zoning Classification:

LEGAL INFORMATION

Location of Proposal Site: (General description by which direction and how far from roads and intersections and other community features)

Does any Town officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES _____ NO _____. If yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

Width of Property Fronting on Public Road in Linear Feet: _____

I have attached a legal description of the proposed site: () Yes () No
(All applications must contain an attached legal description stamped by the Land Surveyor. Include the legal description for the entire area to be subdivided on a preliminary subdivision map.)

I have included a copy of the deed(s) of the proposed site: () Yes () No
(All applications must contain a current deed of the proposed site)

I have attached a vicinity map of the proposed site: () Yes () No
(All applications must contain a vicinity map indicating at a minimum the location and distances to the nearest cross streets)

What impact will the proposed subdivision have on the adjacent properties? _____

What factors support this subdivision? _____

What measures do you propose to mitigate your proposal's impact upon or otherwise to make appropriate provision for open spaces, drainage waste, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary waste, parks and recreation, playgrounds, schools, and school grounds, and impacts which relate to the public health, safety and general welfare?

SUBDIVISION INFORMATION

Number of Lots: _____

Gross Area: _____

Typical Lot Size: _____

Proposed Net Density: _____

Smallest Lot Size: _____

Minimum Frontage: _____

Proposed Source of Water: () Public System () Private Community System () Individual Wells

() Other, please describe _____

Proposed Means of Sewage Disposal: () Public Sewer () Community System () Dry Sewer

() Septic Tank & Drain field () Other, please describe _____

Do You Have Any Plans for Future Additions, Expansions or Further Activity Related to this Proposal?

() Yes () No If yes, please explain: _____

PRELIMINARY SUBDIVISION IMPROVEMENT INFORMATION

Level of Street Improvements Proposed:

() Public Roads

() Arterial Roads

Describe Any Combination of Above: _____

Estimated Time Period Expected for Complete Development of Subdivision: _____

Is phasing of the finalization of the subdivision proposed?

() Yes. If yes, show phasing on subdivision map.

() No.

Is dedication of land for public use proposed? (Roads, parks, schools, open space, others)

() Yes. If yes, please explain below:

() No.

INCLUDE WITH PART II

SURVEYOR/ENGINEER VERIFICATION

I, the undersigned, a licensed land surveyor, and/or engineer, have completed the information requested. The legal description has been prepared by me or under my supervision in accordance with the requirements of the Town of Rotterdam regulations and the laws of the State of New York.

Name: _____ License No _____

Address: _____

Telephone No. _____

E-mail or Fax: _____

INCLUDE WITH PART II

LEGAL OWNER SIGNATURE

(Signature of legal owner(s) or representative(s) as authorized by legal owner)

I, the undersigned, swear or affirm under penalty of perjury that the above responses are made truthfully and to the best of my knowledge.

I further swear or affirm that (I)(we) (am)(are) the owner(s) of record of the area proposed for the previously identified land use action, or, if not the owner(s), attached herewith is written permission from the owner(s) authorizing my actions on his or her behalf.

#1 **Name:** _____

Date: _____

Address: _____

Phone: _____

Zip: _____

Signature of Applicant or Representative

Date

#2 **Name:** _____

Date: _____

Address: _____

Phone: _____

Zip: _____

Signature of Applicant or Representative

Date

TOWN OF ROTTERDAM



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

LETTER FROM PROPERTY OWNER GRANTING AUTHORIZATION TO ACT

**A COPY OF THIS LETTER MUST BE SUBMITTED FOR EACH PROPERTY OWNER
INVOLVED**

I, _____, being duly sworn declare that I am the
(PROPERTY OWNER)

owner of the property involved in a proposed _____ application request before the
Town of Rotterdam for property known as parcel number (s):

Tax Parcel Number(s): _____

I hereby grant _____ and/or their agent(s) to act on my behalf.

I further declare that all statements, answers, and information herein submitted is in all respects true and
correct to the best of my knowledge and belief.

Signature (Authorized Representative): _____

Date: _____

NOTARY

STATE OF NEW YORK) ss:

COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 202_

NOTARY SEAL

Notary Signature

Notary Public in and for the State of New York

Residing at: _____

My appointment expires: _____