



## SUBDIVISION

## INSTRUCTIONS AND FILING REQUIREMENTS

The following is a guide to assist you in obtaining Subdivision approval for your project. Any questions regarding the process can be answered from 8:30 am – 4:30 pm, Monday to Friday by contacting the Building Department at 516.326.6319 or [FPBuildings@FPVillage.org](mailto:FPBuildings@FPVillage.org)  
The Building Department is located at 1 Pool and Garage Road, Floral Park, NY

The Approval for a subdivision is a three-step process:

- Step 1: Architectural Review Board Site Plan approval for the proposed subdivision and site development.
- Step 2: Board of Trustee approval for the proposed subdivision and site development.
- Step 3: Architectural Review Board approval for the proposed buildings and/or structures.

Note: Subdivisions that do not conform to the Zoning Code will require a zoning variance.

### Step 1

#### Filing Requirements for the Architectural Review Board Site Plan Review:

The Architectural Review Board meets on the fourth Wednesday of each month. The Village reserves the right to change the meeting date due to any scheduling conflicts. A schedule of the meeting dates is available from the Secretary to the Board. Applications must be filed at least 45 days prior to the meeting date.

The filing requirements for the Architectural Review Board shall include, one (1) paper copy and one (1) electronic copy (emailed to [ARB@FPVillage.org](mailto:ARB@FPVillage.org)) of the following:

- Application for Subdivision
- Affidavit of Ownership
- Short Environmental Assessment Form
- Property survey as the property currently exists
- Site plan showing the proposed lots with the footprint of the proposed buildings/structures and including a full zoning analysis, signed and sealed by a NYS licensed Architect or Engineer
- Application fee. The fee is based on \$1,000 per lot (residential) and \$1,500 per lot (commercial)
- A 300 foot radius map, along with a list of owners' names and addresses as shown on the latest completed assessment roll of the County of Nassau

**IMPORTANT:** The Village Code requires that the property owners within a 300 foot radius from the property lines will be notified of your application. The Secretary to the Architectural Review Board will provide you with a copy of the legal notice and an "affidavit of service" form. It is your responsibility to send a copy of the legal notice to the property owners within the 300 foot radius, via certified or registered mail, return receipt requested. This mailing must be processed no more than 30 days nor less than 15 days before the hearing date. You must then file the affidavit of service and the green receipt cards with the secretary prior to the hearing.

You will receive a letter from the Village notifying you of the hearing date and time. At the hearing you, or your legal representative, and the architect are required to be present.

After the hearing, a written decision will be rendered and forwarded to the applicant within 60 days. Upon receipt of the decision, you have 30 days to file the "Petition of Apportionment" and the required documents with the Board of Trustees via the Building Department.



## SUBDIVISION INSTRUCTIONS AND FILING REQUIREMENTS

### Step 2

#### Filing Requirements for the Board of Trustees:

Once the approval from the Architectural Review Board is received, the following must be submitted to the Building Department:

- Petition of Apportionment
- Property survey as the property currently exists (8 copies)
- Proposed site plan showing the new lots with the footprint of the proposed structures and zoning analysis, signed and sealed by a NYS licensed Architect or Engineer (8 copies)
- Short Environmental Assessment Form
- Current Property Deed
- Proposed Property Deed
- Application fee: \$5,000 per lot

### Step 3

#### Filing Requirements for the Architectural Review Board Building Review:

Once the subdivision is approved, the applicant must file full design drawings for the proposed buildings to the Architectural Review Board which shall include:

**One (1) Paper Set, collated and folded and an electronic set in PDF format emailed to [ARB@FPVillage.org](mailto:ARB@FPVillage.org) must include:**

- Construction Drawings Drawn to Scale – 11” x 17” maximum size, collated and stapled, must include:
  - Title block including the address of the property and the name and contact information for the design professional
  - A north arrow, scale and date on all drawings
  - Floor plans with dimensions clearly showing proposed, new, and removed walls and shall include room names.
  - Elevation drawings for each façade with the additions and changes shown shaded and clearly identifiable, including types of materials (i.e. roofing, siding, windows, doors, trim) and architectural finish details.
  - A site plan drawing and full zoning analysis including number of stories, height of building, type of occupancy, lot area, lot coverage and all setbacks as required. The site plan shall show grade and curb elevations.
  - A landscape plan showing all trees over 6” in caliber, grading, drainage and all proposed tree removals.
  - An elevation drawing of the entire block as well as a block footprint plan clearly showing all adjacent front yard setbacks.
  - Drawings shall be stamped and sealed by a NYS Registered Architect or Engineer.
  - Drawing sets shall NOT include extraneous information such as energy performance, construction details and general notes unless the information is pertinent to the architectural elements on the façade.
- Color photographs showing all elevations of the existing buildings on the property and the front façade of the buildings immediately adjacent to the property on either side.
- Photographs, scans or manufacturer information demonstrating type and color of all facade materials proposed.
- Physical samples of all colors and materials proposed can be presented to the Board at the meeting, physical samples will not be collected by the Building Department.
- Application Fee: \$500 per new structure (residential) \$1,000 per new structure (commercial).



# ARCHITECTURAL REVIEW BOARD APPLICATION FOR SUBDIVISION

<b>Applicant information:</b>	Incomplete applications will not be accepted
Applicant Name:	
Mailing Address:	City: State: Zip:
Phone Number:	Email:
Relationship of Applicant to Property Owner: <input type="checkbox"/> Owner <input type="checkbox"/> Contract Vendee <input type="checkbox"/> Lessee <input type="checkbox"/> Other _____	
<b>Owner Information:</b>	
Owner Name:	
Mailing Address:	City: State: Zip:
Phone Number:	Email:
<b>Property Information:</b>	
Property Address:	
Description:	
Section:	Block: Lot: Zone:
Present Size of Lot:	
Present Use of Lot:	
Proposed Number of Lots:	
Proposed Size of Lots:	
Proposed Use of Lots:	
<b>Applicant Signature:</b>	
_____ Signature of Applicant	



**ARCHITECTURAL REVIEW BOARD**  
**SUBDIVISION AFFIDAVIT OF OWNERSHIP**

**Affidavit of Individual Owner:**

STATE OF NEW YORK )

ss.:

COUNTY OF NASSAU )

\_\_\_\_\_ being duly sworn, deposes and says that (s)he is the owner of the property described in this application and that the statements contained therein are true; that he/she is the appellant herein and he/she authorizes \_\_\_\_\_ to act as his/her agent and to make this application

\_\_\_\_\_  
Signature of Owner

Sworn before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**Affidavit of Corporate Owner:**

STATE OF NEW YORK )

ss.:

COUNTY OF NASSAU )

\_\_\_\_\_ being duly sworn, deposes and says that (s)he is the \_\_\_\_\_ of \_\_\_\_\_ which is the owner of the property described in this application and that the statements contained therein are true; that \_\_\_\_\_ is the appellant herein and hereby authorizes \_\_\_\_\_ to act as his/her agent and to make this application.

\_\_\_\_\_  
Name of Corporation

By: \_\_\_\_\_  
Signature and Title

Sworn before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**Affidavit of Corporate Owner (continued)**

**Answer all applicable questions:**

STATE OF NEW YORK )

ss.:

COUNTY OF NASSAU )

I, \_\_\_\_\_ being duly sworn, deposes and say:

1. I am the President of \_\_\_\_\_, the corporation applying for the subdivision in the annexed application dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

2a. Said corporation is the owner of record of the premises described in the aforementioned application for subdivision.

-or-

2b. I am the sole owner of record of the premises described in the annexed application for subdivision, and reside at \_\_\_\_\_.

-or-

2c. I am one of the owners of record of the premises described in the annexed application for subdivision and make this affidavit at the request of all the owners of record and on behalf of all such owners, whose names and home address are as follows:

3. This affidavit is made a part of the application for subdivision dates \_\_\_\_\_ 20\_\_\_\_, as if fully set forth herein at length.

4. It is understood that I make this affidavit to induce the granting of the decision for subdivision by the Architectural Review Board of the Incorporated Village of Floral Park, NY

5. There are no contracts for the sale of the premises described in the application for subdivision except as listed below. A copy of said contract is attached hereto and made a part hereof.

Contract Dated: \_\_\_\_\_

Name of Contract Vendee: \_\_\_\_\_

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

(If corporation, list names and home addresses of officers and all stockholders, including percentage of each ownership)

6. There is no other contract presently in existence, or presently contemplated, which affects the premises for which this subdivision is sought, with regard to its occupancy, lease or sale of any or any part thereof, except as follows. A copy of said contract is attached hereto and made a part hereof.

Contract Dated: \_\_\_\_\_

Contract Expires: \_\_\_\_\_

Name of Parties: \_\_\_\_\_

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

(If corporation, list names and home addresses of officers and all stockholders, including percentage of each ownership)

**Affidavit of Corporate Owner (continued)**

**Answer all applicable questions:**

7. There is no lease presently in existence covering all or any part of the premises described in the application for subdivision, except as follows. A copy of said contract is attached hereto and made a part hereof.

Lease Dated: \_\_\_\_\_

Lease Expires: \_\_\_\_\_

Name of Lessee: \_\_\_\_\_

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

(If corporation, list names and home addresses of officers and all stockholders, including percentage of each ownership)

(Note: if more than four (4) leases, and none are for a commercial use except for Home Professional Office [as defined in Article II of the Zoning Ordinance of the Incorporated Village of Floral Park], only list number of lessees. Otherwise, all are to be listed, showing type of occupancy with copies of all leases attached.)

8. There are no other persona, firms, partnerships, organizations or corporations, except as herein mentioned, or in the application for subdivision, who have or may have any financial or monetary interest in the premises described in the application for variance or in said application for variance, except: \_\_\_\_\_

(If none, so state. Otherwise, state names and home addresses. If corporation, list names and home addresses of officers and all stockholders, including percentage of each ownership)

9. In connection with the application for subdivision, I firmly swear that I have not paid, nor have I promised to pay, or have I made, or promised to make, any gift to any person who is employed by the Incorporated Village of Floral Park, or any elected or appointed official thereof, or to any member of his/her family.

10. I also swear and agree as part of the application for subdivision and as part of this affidavit, to file, within forty-eight (48) hours after a change of ownership prior to the issuance of a certification of completion, an affidavit embodying the following:

- a. Name and home address of each new owner (if corporation, list names and home addresses of officers and all stockholders, including percentage of each ownership)
- b. A statement indicating that negotiations were not commenced until after the filing of the application for subdivision and this affidavit.
- c. A reaffirmation of paragraph 9.

\_\_\_\_\_  
Signature

Sworn before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public



**DEPARTMENT OF ASSESSMENT  
PETITION FOR APPORTIONMENT**

To the Department of Assessment of the Incorporated Village of Floral Park, NY

I, \_\_\_\_\_, the undersigned, hereby make application for an apportionment of the following property described on the Assessment Roll of Floral Park for the Village Tax as Follows:

Tax Year: \_\_\_\_\_

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

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Assessed Value: \_\_\_\_\_

Property Assessed to: \_\_\_\_\_ (Owners name as on tax roll)

Attach copy of metes and bounds description of property from deed as well as a copy of the survey.

Give names and address of each owner for each parcel, the date of the deed and the recording date of the deed.

Show on which parcel or parcels, if any, buildings are located.

Submit statement of apportionment and/or allocation of land, as follows:

Dated: \_\_\_\_\_

Applicant: \_\_\_\_\_

Interest of Applicant: \_\_\_\_\_

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

*Return to Building Department*





# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: _____ Date: _____		
Signature: _____ Title: _____		

Project:

Date:

***Short Environmental Assessment Form  
Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Project:

Date:

### ***Short Environmental Assessment Form Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- 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.

\_\_\_\_\_  
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)

**PRINT FORM**