

VILLAGE OF MILL NECK
INFORMATION SHEET FOR
PLANNING BOARD FINAL APPROVAL

1. Application of: _____

Name: _____

Address: _____

Phone No: _____ Cell No.: _____ Email: _____

STATUS: Check One () Owner () Contract Vendee

If Contract Vendee, give owner's name and address and attach consent to make this application:

2. Attorney / Architect / Other Contact: _____

Address: _____

Phone No: _____ Cell No.: _____ Email: _____

3. Have the subject premises or any part thereof ever been the subject of a prior Appeal or application to this Board or the Board of Planning Appeals? () YES () NO

If yes, state relief and date of hearing(s): _____

4. Is property affected by any other encumbrances such as utility easements, rights of way, covenants and restrictions, road agreements or other reservations?

() YES () NO

If yes, please explain on separate sheet and include a copy of the recorded document(s).

Date: _____

INSTRUCTIONS FOR FILING APPLICATION FOR
FINAL PLANNING BOARD APPROVAL

The following items must be filed with the Office of the Village Clerk, Box 351, Frost Mill Road, Mill Neck, New York 11765, Telephone (516) 922-6722.

1. An original and nine (9) copies of final application.
2. Ten (10) copies of plat.
3. Ten (10) copies of Grading and Drainage Plan and Road Profiles, if required.
4. Final fees and legal and engineering deposits (see attached schedule). Together with check breakdown.

All filing fees and deposit checks should be made payable to the Incorporated Village of Mill Neck.

5. An updated Disclosure Affidavit, if there were any changes from the affidavit submitted with the preliminary application.
6. Ten (10) copies of updated radius map showing all abutting properties (including those properties which are across a street from the subject property).
7. All submissions **MUST** include a digital copy (PDF format) of the Complete submission. (e.g. appeal package, survey, site plan, construction plans, etc.) on either a flash drive or CD-Rom, clearly labeled with the Applicant's name, address, Section, Block and Lot.

NOTE: Application for approval of Final Subdivision Plat shall be submitted AFTER preliminary approval is granted.

NOTE: Wire transfers are not an acceptable form of payment

Planning Board Fees

Make checks payable to the Incorporated Village of Mill Neck

PARTITIONING:

Filing Fee	*Preliminary	Lots ____ x \$600	=	\$ ____
	*Final	Lots ____ x \$300	=	\$ ____
Engineering Fees (minimum deposits)				
Preliminary		Lots ____ x \$1,000	=	\$ ____
Final		Lots ____ x \$1,000	=	\$ ____
Legal Fees (minimum deposits)				
Preliminary	\$3,500		=	\$ ____
Final	\$3,500		=	\$ ____
Advertising and				
Stenographer Fees (minimum deposits)			=	\$ 500.00
Consultant Fees (as incurred. no minimum deposit)			=	\$ ____
Document Recording Fee (as incurred. no minimum deposit)			=	\$ ____
Park Fee		Lots ____ x \$10,000	=	\$ ____
(Due prior to Chairman's signature on map)				
			TOTAL	\$ ____

SUBDIVISIONS:

Filing Fee	*Preliminary	Lots ____ x \$600	=	\$ ____
	*Final	Lots ____ x \$300	=	\$ ____
Engineering Fees (minimum deposits)				
Preliminary		Lots ____ x \$750	=	\$ ____
Final		Lots ____ x \$500	=	\$ ____
Plat Filing		Lots ____ x \$550	=	\$ ____
Legal Fees (minimum deposits)				
Preliminary	\$5,000 or \$500 per lot (whichever is greater)	Lots ____ x \$500	=	\$ ____
Final	\$5,000		=	\$ ____
Advertising and				
Stenographer Fees (minimum deposits)			=	\$ 500.00
Consultant Fees (as incurred. no minimum deposit)			=	\$ ____
Document Recording Fee (as incurred. no minimum deposit)			=	\$ ____
Park Fee		Lots ____ x \$10,000	=	\$ ____
(Due prior to Chairman's signature on map)				
			TOTAL	\$ ____

ZONING PERMIT/SITE PLAN:

Filing fee	=	\$1,000.00
Engineering Fees (minimum deposit)	=	\$1,000.00

Legal Fees (minimum deposit)	=	\$3,000.00
Advertising and Stenographer Fees (minimum deposit)	=	\$ 400.00
Consultant Fees (as incurred. no minimum deposit)	=	\$ _____
Document Recording Fee (as incurred. no minimum deposit)	=	\$ _____
	TOTAL	\$ _____

*less ½ for land outside Village

Applicant

File No. _____

Date Received: _____

VILLAGE OF MILL NECK

APPLICATION FOR APPROVAL OF FINAL PLAT

1. Subdivision Name "Map of _____"
2. a) Property Location: _____
b) Tax Map Designation: _____ Section: _____ Block: _____
Lot(s): _____
3. _____, the subdivider hereby requests final Planning Board approval of the above subdivision and plat.
4. The subdivider hereby certifies that said plat (a) complies with the requirements of Section 109-7 of the Subdivision Rules & Regulations, (b) contains the endorsements of approval by the Nassau County Commissioner of Public Works and the Village Engineers and (c) complies with all the conditions and requirements of the Planning Board decision dated _____, which granted preliminary approval to the subdivision.
5. Signature and Certification
Date: _____

Subdivider

I have read the foregoing application and understand that any false statements made therein are punishable as a Class A Misdemeanor pursuant to Section §210.45 of the Penal Law.

Subdivider

DISCLOSURE AFFIDAVIT

Pursuant to section 809
Of General Municipal Law

NOTE: If applicant is a contract vendee, the Owner(s) of the subject property must also file a Disclosure Affidavit with the application.

STATE OF NEW YORK)
) SS:
COUNTY OF)

_____, being duly sworn, deposes
and says:

1. FOR INDIVIDUAL

a.) That I am over age 18 and reside at _____

b.) That I am the () owner () contract vendee

(Check one) of the property designated as:

Lot(s): _____ Block: _____

Section: _____ on the Nassau County Land and Tax Map

which forms the subject matter of this application and am fully familiar with all the facts and circumstances hereinafter set forth.

1. FOR CORPORATION

a.) That I am the _____ of the _____
(office held) (Name of Corporation)

and am fully familiar with the fact and circumstances hereinafter set forth.

b.) That the business address of _____
(Name of Corporation)

c.) That said corporation was incorporated under and pursuant to the _____

_____ Law of

The State of _____ and is the

owner/contract vendee of the property designated as

(cross out one)

Lot(s): Block: Section:

On the Nassau County Land and Tax Map which forms the subject matter of this application.

d.) That the following are names and residences of each officer, director and shareholder: (Set forth names, residences and relationship to Corp.)
(Add additional sheet if necessary.)

e.) That the corporate stock of said corporation has not been pledged to any person nor has any agreement been made to pledge the said stock: (except: If any, set forth details.)

1. FOR PARTNERSHIP

a.) That I am a _____
(partner, joint venture, etc.)

of the _____
(name of partnership)

and am familiar with all the facts and circumstances hereinafter set forth.

b.) That the above partnership was established in _____
(place)

on _____ and is the (owner/contract vendee)
(cross out one)

Designated as Lot(s): _____ Block: _____ Section: _____
on the Nassau County Land and Tax and Tax Map which forms the subject matter of this application.

c.) That the following are the names, addresses and interests, respectively, of all partners (joint venturers, etc.):

2. That there are no encumbrances or holders of any instruments creating an encumbrance upon the subject property (except: If any set forth details.)

3. That neither deponent nor any other person mentioned in this affidavit is a Village officer or employee, or is related to a Village officer or employee. (except: If any set forth details.)

4. That no State officer or employee or local municipal officer or employee in Nassau County or his/her spouse or a person by consanguinity related to either of them within the third degree is (are) the Applicant(s) or an officer, director or employee of the Applicant(s), or legally or beneficially owns or controls the corporate stock of the Applicant(s) or is a partner of the Applicant(s) or associated with the Applicant(s) in a joint venture or has an agreement with the Applicant(s) , expressed or implied whereby his/her compensation for services is to be dependent or contingent upon the favorable exercise or discretion in the granting of the appeal herein. (except: If any set forth details.)

5. That in the event there is any change in the matters set forth herein prior to the public hearing relating to the property affected hereby, deponent(s) will file with the Village a supplemental affidavit indicating the details of such change within 48 hours of such change.

(Signature)

Sworn to before me this
Day of _____

Notary Public

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