

VILLAGE OF MILL NECK  
INFORMATION SHEET FOR  
PLANNING BOARD APPROVAL OF PRELIMINARY PLAT

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 TO PLANNING BOARD  
FOR  
APPROVAL OF PRELIMINARY PLAT

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 four (4) copies of application.
2. Five (5) copies of plat.
3. Filing fees, and legal and engineering deposits, together with check breakdown.
4. An original and four (4) copies of Disclosure Affidavit.
5. Five (5) copies of radius map showing all abutting properties (including those properties which are across a street from the subject property).
6. An original and five (5) copies of Short Form Environmental Assessment Form.
7. Copy of Deed to the property.
8. If requested, the applicant shall provide to the Board at the preliminary hearing an aerial photograph of the proposed subdivision site and its surrounding area. The aerial photograph shall have a scale of not less than 1" = 200', and shall be taken within the past four (4) years of the date of the application.
9. 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.

A tracing, overlay, colored lines on some other means shall be placed or marked on the aerial photograph indicating the outline of the proposed subdivision, lot lines, roads and any other features (ponds, groves of trees, streams beds, etc.) which are to be addressed or considered for preserving.

**NOTE:** All owners of the property must join the application.

**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	\$ _____

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**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	\$ _____

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**ZONING PERMIT/SITE PLAN:**

Filing fee	=	\$2,500.00
Engineering Fees (minimum deposit)	=	\$3,900.00

Legal Fees (minimum deposit)	=	\$3,900.00
Advertising and Stenographer Fees (minimum deposit)	=	\$ 500.00
Consultant Fees (as incurred. no minimum deposit)	=	\$ _____
Document Recording Fee (as incurred. no minimum deposit)	=	\$ _____
	TOTAL	\$ _____

\*less ½ for land outside Village

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Applicant

VILLAGE OF MILL NECK

APPLICATION FOR APPROVAL OF PRELIMINARY PLAT

1. Subdivision Name: Map of \_\_\_\_\_
  
2. Property Description:
  - a) Property Location: \_\_\_\_\_
  - b) Tax Map Designation: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_  
Lot(s): \_\_\_\_\_
  
3. Owner: \_\_\_\_\_
  - a) Address: \_\_\_\_\_
  - b) Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_
  - c) E-Mail: \_\_\_\_\_
  
4. Applicant: \_\_\_\_\_
  - a) Address: \_\_\_\_\_
  - b) Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_
  - c) E-Mail: \_\_\_\_\_
  
5. Project Engineer: \_\_\_\_\_
  - a) Address: \_\_\_\_\_
  - b) Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_
  - c) E-Mail: \_\_\_\_\_
  
6. Applicant's Attorney: \_\_\_\_\_
  - a) Address: \_\_\_\_\_
  - b) Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_
  - c) E-Mail: \_\_\_\_\_
  
7. Project Details:
  - a) Area of Land: \_\_\_\_\_
  - b) Number of proposed plots: \_\_\_\_\_
  - c) Is a recharge basin required? \_\_\_\_\_
  - d) Zoning District: \_\_\_\_\_ Water District: \_\_\_\_\_
  - e) Does land shown on plat include all of the owner's land in the Village? \_\_\_\_\_
  - f) Is land located within: 300 feet of the Village boundary? \_\_\_\_\_; 500 feet of navigable or large body of water? \_\_\_\_\_; 100 feet of freshwater wetlands? \_\_\_\_\_.

- g) Is any part of land under water or subject to periodic flooding? \_\_\_\_\_. If so, how much? \_\_\_\_\_; area \_\_\_\_\_; percent \_\_\_\_\_.
- h) Have test holes been dug? \_\_\_\_\_.
- i) Has Village Engineer and Nassau County tentatively approved proposed drainage facilities? \_\_\_\_\_.
- j) Does preliminary plat show location of every structure on land? \_\_\_\_\_.
- k) Is local water district able to supply water to subdivision? \_\_\_\_\_.
- l) Are any easements necessary outside of the proposed subdivision for water supply? \_\_\_\_\_ drainage? \_\_\_\_\_ electric and telephone? \_\_\_\_\_ access? \_\_\_\_\_ other? \_\_\_\_\_

8. Legal Status of Land:

- a) The land is held by owner under deed dated \_\_\_\_\_, recorded in Nassau County Clerk's Office on \_\_\_\_\_, in Liber \_\_\_\_\_ of Deeds \_\_\_\_\_.
- b) Is land encumbered by a mortgage or lien? \_\_\_\_\_. If so, provide amount of mortgage or lien and name of mortgagee or lienor in spaces below:  
Amount of mortgage or lien? \_\_\_\_\_  
Mortgagee or lienor? \_\_\_\_\_  
Address: \_\_\_\_\_
- c) Are village, school and town taxes on property in arrears? \_\_\_\_\_
- d) Is land affected by any other encumbrances such as utility easements, rights of way, covenants, restrictions or reservations? \_\_\_\_\_. If so, attach separate sheet describing same.

9. Names and addresses of abutting owners:

Attach a separate sheet detailing section, block, lot, names and mailing addresses of all abutting property owners (including properties across a street from the property).

10. Request for additional relief:

Do you wish to request a waiver of any subdivision rules and regulations or apply for any zoning variances in connection with this application? \_\_\_\_\_. If so, list and give reasons why waivers or variances are requested on a separate sheet.

11. Signature and Certification:

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

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

12. Affidavit of Title Search:

STATE OF NEW YORK )

: ss.:

COUNTY OF )

\_\_\_\_\_, being duly sworn, deposes and says:

That he/she is over the age of eighteen and resides at \_\_\_\_\_

\_\_\_\_\_;

That on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, deponent searched the records of the current title owners of the properties abutting the subject property. Attached to this application is the list of all such owners.

\_\_\_\_\_  
Deponent's Signature

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

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



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

**Rev. 04/2026**