



PLANNING BOARD

INCORPORATED VILLAGE OF WESTBURY

“PLAT WAIVER APPLICATION”

Peter I. Cavallaro, Mayor

Steven L. Corte, Trustee/1st Deputy Mayor

Beaumont Jefferson, Trustee/2nd Deputy Mayor

Pedro A. Quintanilla, Trustee

Vincent Abbatiello, Trustee

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Louis L. Martins, Esq., Chairman - Planning Board

*[CHAPTER 218 – SUBDIVISION OF LAND: SECTION 218-11 WAIVER OF PLAT APPROVAL:  
Where the owner of land within the Village proposes to divide the same into not more than four (4) lots,  
plots, blocks, sites or units that conform to the applicable planning and zoning ordinance regulations  
and such subdivision does not involve the layout out of a street or extension of a previously laid out  
street, the owner or his/her agent, in lieu of making application to the Planning Board for plat approval  
pursuant to these regulations, may make written application to the Planning Board for a waiver of filing  
requirements pursuant to Section 334a of the Real Property Tax Law.]*

# INCORPORATED VILLAGE OF WESTBURY PLANNING BOARD

235 Lincoln Place, Westbury, New York 11590  
(516) 334-1700 Fax: (516) 334-7388

## *SUB-DIVISION PLAT WAIVER APPLICATION*

THE TIME IT TAKES THE PLANNING BOARD TO PROCESS AN APPLICATION FOR THE SUB-DIVISION OF PROPERTY IS GOVERNED BY STATE AND VILLAGE LAW. DELAYS IN THE PROCESS MOST OFTEN OCCUR BECAUSE APPLICANTS DO NOT CONFORM THE APPLICATION PROCESS IN SOME MANNER.

IF YOU DO NOT HAVE A SURVEYOR, LAWYER OR OTHER AGENT, PLEASE CALL THE SUPERINTENDENT OF BUILDINGS AT THE VILLAGE HALL FOR FURTHER INFORMATION AT (516) 334-1700. IF YOU ARE A SURVEYOR, LAWYER OR OTHER AGENT, PLEASE REVIEW THE STATE, COUNTY, AND VILLAGE CODES CAREFULLY BEFORE YOU PREPARE AN APPLICATION IN ORDER TO MAKE SURE THAT YOU ARE FOLLOWING THE UPDATED STANDARDS.

THIS APPLICATION IS TO BE COMPLETED, AND ALL INFORMATION REQUIRED IS TO BE PRESENTED TO THE SUPERINTENDENT OF BUILDINGS FOR REVIEW, PRIOR TO BEING PRESENTED AS A FORMAL SUBMISSION TO THE PLANNING BOARD. ALL PAGES, WITH THE EXCEPTION OF THE COVER PAGE, MUST REMAIN INTACT FOR THIS APPLICATION TO BE PROCESSED.

***APPLICATION FOR WAIVER OF SUB-DIVISION PLAT APPROVAL***

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

I (we) the undersigned request a waiver of plat approval under the provisions of Section 218-11, Article III, of the Sub-Division Regulations of the Village of Westbury for Sub-division of:

***Property Location:*** \_\_\_\_\_

***Legal ID:*** Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

***Current Zoning:*** \_\_\_\_\_

***Property Owner:*** \_\_\_\_\_

***Owner's Address:*** \_\_\_\_\_

***Telephone Number:*** \_\_\_\_\_

**Attorney or other Agent:**

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**Certification:**

The applicant, or authorized agent, \_\_\_\_\_ (print name) states that all information provided in this application is true to the best of his/her knowledge.

\_\_\_\_\_  
Applicant/Agent's Signature

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

Notary Signature

Seal:

## **REQUIREMENTS:**

This application includes the following documents required by Real Property Law, Section 334-a.1. (a) and Section 218-11A of the Sub-Division Regulations of the Village of Westbury:

- 1.) Twelve (12) copies of a topographical site plan as described in the Regulation.
- 2.) An affidavit of ownership as required by Section 218-11.A. (2) of the Regulation.
- 3.) Two (2) sets of construction plans for each proposed building or structure. The plans must depict the interior layout of each level of the dwelling, along with the necessary elevations.
- 4.) Deed and or Contract of Sale.
- 5.) Surveys as follows:
  - A.) Survey to show the subject property in its entirety and the location of all improvements as they exist at the time of application.
  - B.) A separate survey for each property that is the result of the proposed sub-division.
  - C.) All surveys are to include all dimensions of the improvements, along with an indication of all setbacks.
  - D.) All surveys are to be prepared by a licensed surveyor and must be accompanied by the surveyor's seal and signature.

## **ADDITIONAL REQUIREMENTS:**

- A.) The applicant has thirty (30) days from the date of approval to provide the Village of Westbury Department of Assessment with the new tax lot numbers from the Nassau County Clerks Office concerning the apportionment of the proposed properties noted in this application.
- B.) The applicant will also provide the Village with three (3) copies of the new tax block map, which depicts the approved sub-division prior to the Certificate of Occupancy being issued by the Building Department.

## **FEES:**

Please refer to the Village website at [www.villageofwestbury.gov](http://www.villageofwestbury.gov) or call Westbury Village Hall at 516-334-1700, Monday through Friday, 9:00 AM – 4:30 PM

**Final Disposition:**

Property Under Review:      Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

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

The Planning Board: Approves \_\_\_\_\_, Approves with Conditions: \_\_\_\_\_, Denies: \_\_\_\_\_

**Conditions of Approval:**

For the Planning Board:

\_\_\_\_\_  
Louis L. Martins, Esq. Chairman

cc:    Mayor & Board of Trustees  
      Senior Building Inspector  
      Village Clerk/Treasurer  
      Village Attorney  
      Village Assessor