

# **SUBDIVISION REVIEW – APPLICATION FORM**

## **CITY OF GENEVA, NEW YORK**

**Date of Application:** \_\_\_\_\_

Please type or print clearly.

## Contact Information:

Property owner(s): \_\_\_\_\_

Property owner(s) telephone no.: \_\_\_\_\_

Property owner(s) email: \_\_\_\_\_

Mailing address of property owner: \_\_\_\_\_

Design professional's name: \_\_\_\_\_

NYS license number: \_\_\_\_\_

Professional's telephone no.: \_\_\_\_\_

Professional's email: \_\_\_\_\_

Mailing address of professional:

---

Land surveyor's name: \_\_\_\_\_

NYS license number: \_\_\_\_\_

Surveyor's telephone no.: \_\_\_\_\_

Surveyor's email: \_\_\_\_\_

## Real Property Information:

Address of real property:

Tax parcel identification number: \_\_\_\_\_

Zoning district: \_\_\_\_\_

## **Brief Summary of Project:**

## **City standards:**

The applicant shall submit a final subdivision plat for final approval by the Planning Board. This plan shall contain mapped data and descriptive information in conformance with the following requirements:

1. The final plat shall be drawn upon Mylar ( 2 copies ) to a scale of not more than 100 feet to an inch unless otherwise directed by the Planning Board.
2. All final plans shall bear an identifying title and the name of the City of Geneva and the County of Ontario in which the subdivision is located, the name and address of record owner and subdivider, name, license number and seal of the licensed professional engineer or land surveyor.
3. The final plans shall show the boundaries of the property, the lines of all proposed streets and parks and also all lines of all adjoining streets with their names and exact survey locations.
4. A north point shall be shown.
5. Maps to be not larger than 32 inches by 42 inches over all.
6. The names of all subdivisions immediately adjacent, or if not a subdivision, the names of the property owners shall be given.
7. Length of all straight lines, deflection angles, radii, arcs and central angles of all curves shall be given along the property line of each street. All dimensions along the lines of each lot with the angles of intersection which they make with each other shall also be given. If more convenient, bearings may be used instead of angles.
8. Lots and blocks within a subdivision shall be numbered and the lot areas shall be shown.
9. All dimensions, angles, bearings, and so forth, given on the map shall be referred to at least two permanent monuments in each block not less than 300 feet apart, which shall be indicated on the map. All dimensions shall be shown in feet and decimals of a foot. The error of closure shall not exceed one in 5,000.
10. The final plans shall provide space so that approval by the Planning Board and the Director of Public Works may be endorsed thereon.
11. Monuments shall be set at all block corners and angle points of the boundaries of the original tract to be subdivided; and at all street intersections, angle points in street lines, points of curve and such intermediate points as shall be required by the Director of Public Works. The location of the monuments shall be indicated on the final plan.

## **Signature block for Planning Board:**

The final plat shall include the following signature block:

THE CITY OF GENEVA, NEW YORK PLANNING BOARD approved by a motion this final plat on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, subject to all requirements and conditions of said motion. A change, erasure, modification, or revision of the final plat as approved shall void the approval.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_  
Chair – Planning Board

## **Supporting Documentation (check all that apply):**

- Completed application form (6 copies)
- Final plats signed and stamped by a land surveyor (6 copies)
- One final plat shall be drawn upon tracing to be submitted by the applicant to Ontario County, NY
- New York State Environmental Assessment Form (6 copies)
- City of Geneva's Historic Commission approval (6 copies)
- Application Fee (Please make all checks payable to the "City of Geneva, New York.

**Property Owner's  
signature**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Property Owner's name:**

\_\_\_\_\_