



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

[www.northhempsteadny.gov](http://www.northhempsteadny.gov)

### Submittal Requirements – Subdivisions

The subdivision or reapportionment of any tax lot(s) must be filed with the Nassau County Planning Commission. A requirement of this application is to provide a letter of Zoning Compliance from the authority having jurisdiction over the zoning requirements of the area in which the parcel is located. In the unincorporated areas within the Town of North Hempstead, the Town of North Hempstead Building Department has jurisdiction. In order to be issued a letter of zoning compliance, a Subdivision Application must be filed with the Building Department in order for the proposed subdivision to be reviewed for compliance with all applicable regulations of the Town of North Hempstead Zoning Code.

Upon initial review of your application, you will receive an **Owners Authorization Form**. This form must be signed by the owner(s) of the property, notarized and returned to us prior to the issuance of your permit.

The application fee for a Subdivision Application is **\$500.00**. Fees are non-refundable and are ***due upon submission of your application***. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee

Below are permit requirements specific to subdivisions. Documents with a gray checkbox may not be required for all projects. Please consult your design professional or [contact us](#) if you have further questions.

<input checked="" type="checkbox"/>	<p><b>Property Survey</b> – A current survey of the property must be submitted. The survey must...</p> <ul style="list-style-type: none"> <li>• ...be complete, legible, full size and to scale.</li> <li>• ...include spot elevations at the existing building corners, spot elevation along the property lines at 25-foot intervals and spot elevations at every change in direction of the property line.</li> <li>• ...show all existing conditions on and above the ground.</li> <li>• ...provide dimension and setback distance information for all buildings and structures located on the premises.</li> <li>• ...be prepared by a licensed land surveyor and must have the original seal and original signature of the surveyor.</li> </ul> <p>If multiple properties are being collected to be reapportioned, a current property survey for each existing parcel or a single composite survey showing all properties subject to the subdivision must be submitted.</p>
<input checked="" type="checkbox"/>	<p><b>Proposed Parcel Site Plans</b> – A proposed site plan or proposed property survey for each proposed parcel must be submitted. Each proposed site plan or survey must be for the individual proposed parcel and not a collection of proposed parcels. (For example; if a single parcel is being divided into 2 parcels, a proposed property survey or site plan showing only parcel 'A' and a separate proposed property survey or site plan showing only parcel 'B' must be submitted.)</p>
<input checked="" type="checkbox"/>	<p><b>Zoning Analysis</b> – A zoning analysis which calculates the required and proposed lot size and lot width for each proposed parcel must be submitted.</p>



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<input checked="" type="checkbox"/>	<p><b>Average Lot Width Calculation</b> – An average lot width within 200 feet calculation (300 feet for Residence AA properties, 350 feet for Residence AAA properties, not required for commercially zoned properties) must be performed and submitted. Please be aware that the average width is calculated from properties on both sides of the street along which the proposed subdivided parcels will front, and for lots within the required distance of an intersection, the block front shall be assumed to continue across the intersection excluding the width of the intersecting street from the 200-foot distance.</p>
<input checked="" type="checkbox"/>	<p><b>Short Environmental Assessment Form</b> - Complete and sign the Short Environmental Assessment Form. Complete only Part I.</p>
<input checked="" type="checkbox"/>	<p><b>Demolish Existing Building(s) and/or Maintain Existing Building(s) on a Diminished Lot</b> - Unless the existing property has no existing structures on the premises, you will be required to file additional application(s) to either maintain the existing building(s) on a diminished lot, and/or to demolish the structure(s).</p> <p>If you will be demolishing the existing building(s)/structure(s) on the premises, you are required to submit a <b>Demolition Permit Application</b> and refer to the submission requirements found therein.</p> <p>To maintain an existing building on a diminished lot a <b>Residential or Commercial Building Permit</b> must be submitted. This application is to document the existing construction to be on the proposed parcel, and <u>no actual work/construction can be included on the application</u>. The application must include the following:</p> <ol style="list-style-type: none"> <li>A current <b>Property Survey</b> showing the current conditions.</li> <li>A <b>Site Plan</b> showing the existing structure on the diminished parcel, depicting all structures to remain, indicating all structures to be removed, and specifying all building dimensions and setbacks, <u>especially those setbacks which are being diminished by the proposed subdivision</u>.</li> <li><b>Floor Plans and Elevations</b> of the existing building on the premises.</li> <li>A completed <b>Residential or Commercial Zoning Analysis Sheet</b>, which lists all diminished setbacks, increased lot coverage or gross floor area, or other affected aspects (such as parking) due to the reduction in lot size and dimensions.</li> <li>Gross floor area, average front yard setback, sky exposure plane, and any other analysis necessary for zoning compliance review.</li> <li>An application fee of <b>\$500.00</b> for the application to Maintain a Building on a Diminished Lot.</li> </ol> <p>An application to demolish the existing building(s) or an application to maintain the existing building(s) on a diminished parcel must be submitted for each building or development on each of the subdivided parcel(s).</p>

Once the application has been reviewed and it has been determined to be in compliance with the **Town of North Hempstead** zoning code, or a variance has been granted by the **Board of Zoning Appeals**, a letter of zoning compliance shall be issued which you must include with your application to **Nassau County** to subdivide the parcel.

The subdivision must be finalized with the Town Building Department before any permits will be issued for new construction on the newly created properties. You must submit the following items after the subdivision has been granted by **Nassau County**:



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<input checked="" type="checkbox"/>	<p><b>Certified Property Deeds</b> – Before any permits can be issued on the new parcels, a copy of new deeds for each of the newly created properties listing the new lot numbers, meets and bounds of the subdivided properties, along with the Schedule A from Nassau County for each of the newly created properties must be submitted. A copy of the receipt of filing with the Nassau County Clerk must be included with each deed.</p>
<input checked="" type="checkbox"/>	<p><b>Establish new Building Address(es)</b> – Prior to the issuance of a Certificate of Occupancy/Completion for the construction of any new building(s) or dwelling(s) on newly created lot(s), you must submit a <b>Change of Building Number</b> application in order to schedule an appearance before the Town Board to establish new property addresses for the newly created subdivided properties.</p>