



**REAPPORTIONMENT AND SUBDIVISION APPLICATION**

Application N° \_\_\_\_\_  
 Receipt N° \_\_\_\_\_ Date \_\_\_\_\_ Taken by \_\_\_\_\_ Fee \_\_\_\_\_  
 Receipt N° \_\_\_\_\_ Date \_\_\_\_\_ Taken by \_\_\_\_\_ Additional Fee \_\_\_\_\_

**PART A**

*To be completed by applicant. Print clearly.*

**1. Location of property:**

Address \_\_\_\_\_  
 Map page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone \_\_\_\_\_

**2. Type of application:** (check applicable box.)

- REAPPORTIONMENT (a reapportionment alters the configuration and dimensions of existing tax lots without creating additional lots).
- SUBDIVISION (a subdivision creates 1 or more additional lots)

Total number of lots: **before** subdivision: \_\_\_\_\_ **after** subdivision \_\_\_\_\_

**PART B-ZONING WORKSHEET**

*If more space is needed, reproduce tables 1 and 2 on a separate sheet.*

**Table 1:**

EXISTING LOTS TO BE REAPPORTIONED OR SUBDIVIDED											
SECTION 1					SECTION 2: LOTS WITH EXISTING BUILDINGS ONLY (footnote 1)						
1	LOT #	ZONE ft 2	LOT AREA	WIDTH	NUMBER DWEL'G UNITS	BLDG COVERAGE	IMPERVIOUS SURFACE COVERAGE	YARDS			PARK'G
								FRONT	REAR	SIDES	
1											
2											
3											
4											
5											

**Table 2:**

LOTS AFTER REAPPORTIONMENT OR SUBDIVISION											
SECTION 1					SECTION 2: LOTS WITH EXISTING BUILDINGS ONLY (footnote 1)						
1	LOT #	ZONE ft 2	LOT AREA	WIDTH	NUMBER DWEL'G UNITS	BLDG COVERAGE	IMPERVIOUS SURFACE COVERAGE	YARDS			PARK'G
								FRONT	REAR	SIDES	
1											
2											
3											
4											
5											

Footnote 1: Section 2 is applicable to lots that are developed. For vacant lots, specify N/A, and complete Section 1 only.

Footnote 2: The zone is the zoning district listed on the Zoning map.

**Owner's name:** \_\_\_\_\_ **tel.:** \_\_\_\_\_ **fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **city/state/zip:** \_\_\_\_\_  
**Applicant's name:** \_\_\_\_\_ **tel.:** \_\_\_\_\_ **fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **city/state/zip:** \_\_\_\_\_  
**Surveyor's name:** \_\_\_\_\_ **Company name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **city/state/zip:** \_\_\_\_\_  
**tel.:** \_\_\_\_\_ **fax:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**PART C- APPLICANT'S AFFIDAVIT**

State of New York  
 County of Westchester} ss.:

\_\_\_\_\_ being duly sworn, deposes and says: that \_\_\_\_\_  
Name of Applicant-Printed- Footnotes 1 & 2. Name of Owner-Printed - Footnote 1.  
 is the owner in fee of the premises to which this application applies; that he/she (applicant) is duly authorized to make this application; and that the statements contained herein are true;

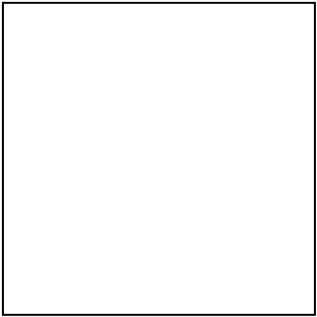
Sworn to before me this \_\_\_\_\_  
 Day of \_\_\_\_\_ 20\_\_\_\_\_  
 \_\_\_\_\_  
Signature of Applicant.

\_\_\_\_\_  
Signature of Notary/Commissioner of Deeds

1. If the owner is the applicant, he/she shall print his/her name for both where requested, and sign as applicant.
2. If the owner is a corporation, the applicant shall be a principal officer of the corporation or a duly authorized agent.

**PART D- AFFIDAVIT OF ARCHITECT OR PROFESSIONAL ENGINEER**

I, \_\_\_\_\_, hereby state that I personally prepared or  
(Name of Surveyor-Printed)  
 supervised the preparation of the survey submitted with this application, and that the information contained therein are complete and true, and there are no lot restrictions ( such as easements, right-of-way, deed restrictions, etc...) other than the ones indicated on the survey.



\_\_\_\_\_  
(Signature of Surveyor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Seal (Seal must be legible)

**PART E- COMMISSIONER OF ASSESSMENT: VERIFICATION AND ASSIGNMENT OF LOT NUMBERS**

I, (Print name) \_\_\_\_\_, Commissioner of Assessment have reviewed this application and the attached survey, and found them acceptable as to form. I have assigned the following lot numbers to the subdivided lots (Specify not applicable for reapportionment):

Signature: \_\_\_\_\_

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

(For official use only)

**Planning Board Approval:** Application No. \_\_\_\_\_ Date \_\_\_\_\_  
**Zoning Board Approval:** Application No. \_\_\_\_\_ Date \_\_\_\_\_

**Approved by** \_\_\_\_\_ Date \_\_\_\_\_  
(Commissioner/ Deputy Commissioner)

## Items to Submit for a Reapportionment or Subdivision Application

Failure to submit ALL the items listed below will result in the denial or in a delay in the approval of your permit.

For more information and sample of completed application, check our web site at [CMVNY.COM/BUILDINGS](http://CMVNY.COM/BUILDINGS)

1. One completed application form. The form must be typewritten or **neatly** printed in **capital** letters. Parts A, B, and C must be completed by the applicant. Part D must be completed by the licensed surveyor.  
The applicant is responsible to request the completion of Part E from the Commissioner of Assessment (City Hall, Ground Floor, Room 8).
2. Copy of the deed.
3. Letter of authorization, signed by owner and notarized, naming applicant as owner's agent for the filing of this application; or,  
Legal proof that the applicant is a Principal Officer of the Corporation or an authorized agent. One of these documents is required **if the applicant is not the owner** of the property.
4. Survey of the property, listing the map page, block and lots numbers. The survey must indicate any recorded lot restrictions, such as easements, right-of-way, covenants, deed restrictions, etc...  
The survey shall identify and dimension the existing and proposed lot lines and area. The survey shall also locate all existing site improvements and dimension their setbacks to proposed lot lines.
5. Fee: cash or check made payable to the City of Mount Vernon Department of Buildings.  
The fee is \$500.00 for each altered and newly created lot.

This application may require approvals from various City Boards before it can be approved by the Department of Buildings. In such case, you will receive a notice directing you to apply directly to these boards and follow their directives. Board approvals that are sought in connection with this application may **only** pertain to the creation and/or alteration of vacant build-able lots or already-built lots. Any Board approval required for future construction shall be sought under separate application.

For subdivision, a copy of the approved plat, as recorded with the Westchester County Records and the City of Mount Vernon Assessment Office, must be submitted to the Department of Buildings in order to finalize the approval of the subdivision into **build-able** lots.

Building Permit applications to construct a building on one of the subdivided lot will **not** be accepted if the Department of Buildings has not received a copy of the approved subdivision plat.

**Use the correct type of application to avoid delay in the processing of your application. The Reapportionment and Subdivision application cannot be used for demolition or the construction and use of a future structure:**

**Building Permit:** all types of work except as listed below.

**Demolition Permit:** all types of building and structure demolition.

**Equipment Permit:** mechanical equipment, tanks, fire detection system, fire suppression system, etc...

**Reapportionment & Subdivision:** to alter existing lots or create new ones.

**Amendment:** change of contractor, time extension of permit, and minor change in the scope of work.