REAPPORPTIONMENT AND SUBDIVISION APPLICATION

Application Nº__________________
Receipt Nº ________________ Date ________________ Taken by _____________________ Fee _____________________
Receipt Nº ________________ 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.)
☐ REAPPORPTIONMENT (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 REAPPORPTIONED OR SUBDIVIDED
SECTION 1 SECTION 2: LOTS WITH EXISTING BUILDINGS ONLY (footnote 1)

<table>
<thead>
<tr>
<th>LOT #</th>
<th>ZONE ft 2</th>
<th>LOT AREA</th>
<th>WIDTH</th>
<th>NUMBER DWEL’G UNITS</th>
<th>BLDG COVERAGE</th>
<th>IMPERVIOUS SURFACE COVERAGE</th>
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Footnote 1: Section 2 is applicable to lots that are developed. For vacant lots, specify N/A, and complete Section 1 only.

Table 2:
LOTS AFTER REAPPORPTIONMENT OR SUBDIVISION
SECTION 1 SECTION 2: LOTS WITH EXISTING BUILDINGS ONLY (footnote 1)

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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.
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 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, ____________________________, 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

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.