

# **SUBDIVISION APPLICATION INSTRUCTIONS**

- COMPLETE THE SUBDIVISION APPLICATION.
- SUBMIT 9 SURVEY MAPS.
- SUBMIT ENVIRONMENTAL ASSESSMENT (SEQR) FORM.
- SUBMIT AGRICULTURAL DATA STATEMENT.
- SUBMIT A COMPLETE HARD COPY OF THE APPLICATION TO THE BUILDING & ZONING OFFICE, AND ALSO **EMAIL A COMPLETE APPLICATION TO [BZTEAM@LIVONIANY.ORG](mailto:BZTEAM@LIVONIANY.ORG)**
- SUBMIT A PAYMENT OF \$75.00 FOR A PLANNING BOARD MEETING. IF PUBLIC HEARING IS REQUIRED, SUBMIT \$85.00. SUBMIT \$75.00 FOR EACH LOT. ADDRESS ALL PAYMENTS TO THE LIVONIA TOWN CLERK.

ONCE A COMPLETE APPLICATION HAS BEEN RECEIVED AND REVIEWED, YOU WILL BE PLACED ON AN UPCOMING PLANNING BOARD AGENDA.

**\*\*ONCE THE FINAL SUBDIVISION MAPS ARE FILED WITH LIVINGSTON CO., PLEASE SUBMIT TWO SIGNED COPIES (1 HARD COPY & 1 DIGITAL COPY) EMAILED TO [BZTEAM@LIVONIANY.ORG](mailto:BZTEAM@LIVONIANY.ORG). \*THE MAPS SHOULD BE LABELED 'FINAL'. **IT IS THE RESPONSIBILITY OF THE SURVEYOR OR APPLICANT TO PROVIDE THE FINAL MAPS TO THE BUILDING & ZONING OFFICE.****

PLEASE DIRECT QUESTIONS TO [BZTEAM@LIVONIANY.ORG](mailto:BZTEAM@LIVONIANY.ORG) OR CALL THE BUILDING & ZONING OFFICE AT (585) 346-2098.