

SUBDIVISIONS

This Brochure will provide you with some of the answers to questions that are frequently asked in regard to subdividing property.

Question: When do I need to apply for a subdivision?

Answer: Whenever there is a proposed division of any parcel of land into two or more lots, plots, sites or other divisions of land for the purpose, whether immediate or future, of transfer of ownership or building development.

Question: What is the first thing I should do?

Answer: Obtain an application for the approval of a Preliminary Plat at the office of the Avon Village Clerk, 74 Genesee Street.

Suggestion: Before preparing a Preliminary Plat, the applicant shall request to be on the agenda of the Planning Board to discuss with the Avon Planning Board, or its representative, the requirements of land, street improvements, drainage, sewage, water, fire protection and similar aspects, as availability of existing services and classification of the proposed subdivision as either a minor or major subdivision.

Question: What do I do next?

Answer: Perform these necessary steps.

- 1) Fill out the application on the Form supplied
- 2) Supply 3 copies of the Preliminary Plat drawn to a scale of not more than (1) inch equal (100) feet showing the following information:
 - a) The location of the property with respect to surrounding property and streets including a key map at a scale of (1) inch equals (500) feet showing all streets, streams and property within fifteen

hundred feet of the applicant's property.
(All property held by the applicant in the
area should be identified)

- b) The location and approximate dimensions of all existing property lines.
- c) All pertinent features such as existing structures, streets, railroads, water bodies, streams, swamps and large trees, that may influence the design of the subdivision and topography at a vertical contour interval of not more than (5) feet.
- d) The location, width and approximate grade of all proposed streets. Approximate elevations shall be shown at the beginning of each street, at street intersections, and at all points where there is a decided change in slope or direction.
- e) The approximate location, dimension, and area of all proposed or existing lots.
- f) The approximate locations and dimension of all property proposed to be set aside for playground or park use.
- g) The names of all property owners of record, or the names of developments within (500) feet.
- h) The names and addresses of the owner or owners of land to be subdivided, the name and address of the subdivider if other than the owner, and the name of the land surveyor and land planner or engineer.
- i) The date, north point, and scale.
- j) Acreage of tract to be subdivided to the nearest tenth (1/10) of an acre.
- k) Proposed provisions of water supply, fire protection, disposal of sanitary wastes,

storm water drainage, street trees, street lighting fixtures, street signs and sidewalks.

- 1) Each block will be numbered and the lots within each block will be numbered consecutively with the procedure established by the Village. The total number of lots shall be noted on plot.
- 3) Comply with all regulations made by provision of the Village laws except where a modification may be specifically authorized by the Avon Planning Board.
- 4) Submit everything to the Village Clerk with a fee of \$50 plus \$10 for each lot within the subdivision proposed for approval at least two weeks before the next regularly scheduled Avon Planning Board meeting. (Usually the third Monday of every month.)

Question: What happens to my application and Preliminary Plat?

Answer: The Planning Board will study the Plat and apply all the assigned considerations, presented by the Village Code, and consider approval or disapproval.

Suggestion: Be prepared to attend the next regular meeting of the Planning Board and any subsequent meetings deemed necessary by the Chairman of the Avon Planning Board to discuss the Preliminary Plat.

Question: How long will this approval or disapproval process take?

Answer: Within (45) days after the time of submission of a Preliminary Plat the Planning Board will take action to conditionally approve, with or without modifications, or disapprove the Plat at which time the Chairman will notify the applicant in writing. Failure to act within the (45) day period will constitute a conditional approval of the Preliminary Plat.

Question: After approval of the application what do I do next?

Answer: Within (6) months of approval the applicant needs to file with the Avon Planning Board an application for approval of a Subdivision Plat.

Question: Where do I get this application and what do I do with it?

Answer: The application will be made available by the Planning Board at the time of a conditional approval of the Preliminary Plat.

Answer: The application will include the entire subdivision and will be accompanied by:

- 1) If a minor subdivision, 3 copies of the Subdivision Plat containing the following information:
 - a) Covenant or deed restrictions as are intended to cover all or part of the tracts.
 - b) Actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances made and certified by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by monuments as approved by the Village Engineer and shall be referenced and shown on Plat.
 - c) All on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of the State Department of Health and a note to this effect shall be stated on the Plat and signed by a Licensed Engineer.
 - d) Proposed subdivision name, name of the village and county, the date, north point, map scale, name and address of owner and or subdivider, surveyor, and planner or engineer.

- 2) If a major subdivision, 3 copies of the Subdivision Plat containing the following information:
- a) Proposed subdivision name or identify title which shall not duplicate or too closely approximate that or any other development in the village.
 - b) Date, north point, scale.
 - c) Name, address and signature of owner, subdivider, licensed engineer or land surveyor.
 - d) Names of owners on record of abutting properties or developments.
 - e) Locations, names, and widths of existing streets, highways, easements, building lines, parks and other public properties.
 - f) Locations and widths of all streets and sidewalks, together with names of streets, and locations, dimensions, and status of all existing and proposed easements and or adjacent to the Proposed Plat.
 - g) Lot areas in square feet.
 - h) Lot lines with accurate dimensions and bearing of angles.
 - i) Sufficient data to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground.
 - j) Radii of all curves and lengths of arcs.
 - k) Location, material, and approximate size of all monuments.
 - l) The accurate outline of all property which is offered, or to be offered, for dedication for public use, with the purpose indicated, and

all property that is proposed to be reserved by deed covenant for the common use of the property owner of the subdivision.

- m) Acreage of tract to be subdivided to nearest tenth of an acre.
 - n) Each block should be numbered and the lots within such block shall be numbered consecutively in accordance with the procedure established by the Village. The total number of residential lots shall be noted on Plat.
 - o) Also included will be (1) a certificate that there are no tax liens on the property to be subdivided. (2) a performance bond in such an amount as is necessary to complete street and utility improvements. (3) and construction detail sheets containing profiles of existing and proposed deviations along the centerline of streets, elevation of all streets and the location of a typical section of street pavement including curbs and gutters, sidewalks, manholes, catch basins, etc.
- 3) Comply in all respects with the Preliminary Plat as conditionally approved.

Question: Once the application is ready what do I do?

Answer: Present it to the Chairman of the Planning Board (2) weeks before the next regular meeting of the Planning Board in order to have a public hearing scheduled and the required notice given.

Question: When will the hearing be scheduled and what will be required?

Answer: The public hearing will be scheduled within 30 days after the official submittal date in accordance with Village law.

Answer: Before a hearing the Subdivision Plat shall be endorsed by the State Health Department meeting with the Standards of the State Sanitary Codes.

Also the Planning Board will notify the Livingston County Planning Board and the County Superintendent of Highways if the Plat proposes structures or new streets having frontage on, access to, or is otherwise directly related to any county road, existing or proposed as shown on the county official map.

Question: What happens after the hearing?

Answer: Within 45 days after the public hearing the Planning Board will approve, modify or disapprove the Plat and the applicant will be notified in writing. The Plat will be signed by the Chairman of the Planning Board.

Question: When can I begin subdividing?

Answer: Upon posting of the required performance bond and after filing the Subdivision Plat in the Livingston County Clerk's office the subdivider may initiate land sales.

If you have any other questions on subdivisions, please contact the Village Clerk's Office or attend any regularly scheduled Planning Board Meeting. (Usually the third Monday of the month.)