

**Incorporated Village of Old Brookville
201 McCoun's Lane
Old Brookville NY 11545**

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Revised

6.8.02

Planning Board Procedures - Decisions for Preliminary and Final Approval for Sub-divisions

When and if the Planning Board grants Preliminary Approval for a Sub-division application a decision will be rendered and entered into the records of the Village. The decision will contain the Board's conditions and stipulations of the Approval and a copy of the decision will be provided to the Applicant.

The maps and plans for the Sub-division, in their final form as submitted by the Applicant and approved by the Board, are integral to the Preliminary Approval of the Board. The Applicant shall provide to the Village Clerk three copies of all such plans and maps which shall be signed by the Chairman/woman of the Planning Board. One signed set of copies each shall be distributed and retained by the Applicant, the Village Clerk, and the Village Attorney.

A final map or plat shall contain the final layout of the streets and lots with all metes and bounds, lot dimensions gross and net lot areas, final tax lot numbers assigned by Nassau County Department of Assessment, all easements and restricted areas, test hole information and sanitary disposal system design, and any and all other requirements stipulated by the Board's Preliminary Approval.

The final map must also have signature blocks for the approval by the following:

- a. Certification of the survey and map by the licensed land surveyor that prepared the map.
- b. Nassau County Department of Health approval for water supply and sanitary systems.
- c. Village Engineer's approval of street grading and drainage.
Note that the Village engineer's approval of the street grading and drainage plan is required before the applicant can submit the final plan to the Nassau County Department of Public Works for their approval.
- d. Nassau County Department of Public Works approval of street grading and drainage.
- e. Village Receiver of Taxes that all taxes have been paid.
- f. Chair of the Planning Board of the Inc. Village of Old Brookville.

The estimated cost of constructing the public improvements shown on the approved street grading and drainage plan, including the demolition and removal of any structures shown on the plan, is prepared by the Village Engineer for bond purposes after the final approval is granted and before the map is signed.

Sub-divisions of 4 lots or less may be considered for a combined Preliminary and Final Approval Hearing, at the Board's sole discretion, providing the Board finds the plan documents acceptable.

A Hearing for Final Approval may be scheduled when:

The applicant shall submit all approvals, declarations, affidavits, and all other required documents as stipulated in the Preliminary Approval.

When all conditions of Preliminary Approval have been met, to the satisfaction of the Village Attorney, the Village Engineer, and the Village Consulting Engineer, then the Village Clerk will schedule a Hearing for Final Approval for the next Board meeting date.

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