

Town of Huntington
Department of Planning and Environment

Subdivision Pre-Application Requirements

Call for an appointment prior to submitting a new application (631) 351-3196.

- Letter of Intent briefly describing the proposed subdivision property location, zoning district, acreage, and any other pertinent property information.
- Application Fee in the form of a check payable to the Town of Huntington.
- A completed Contact Designation Form identifying the primary contact for the project.
- Current deed(s) including the property description, Liber and Page, and recorded date for each parcel.
- Deed(s) *prior to 1970* including the property description, Liber and Page, and recorded date for each parcel.
- Zoning Board of Appeal grants for each parcel, including the ZBA SEQRA determination if given. Please be aware ZBA grants expire after one (1) year unless an extension is requested. Contact the Zoning Board of Appeals for further information.
- Certificates of Occupancy and/or Letter in Lieu for each structure from the Building Department.
- Assessors card for each parcel from the Assessor's Office.
- Any other pertinent information (i.e. Covenants & Restrictions, Easements, Zone Change documentation, Health Department waivers, Historical Designation documents, etc.).
- Six (6) Proposed Subdivision Maps (24" x 36") to include:
 - * Site Data
 - * Property Topography extending 200 feet beyond lot lines
 - * Key map, scale, and north arrow
 - * All owner and applicant's names
 - * The proper licensed professional stamp/seal
 - * Resubdivision map information, *if applicable*
 - * Zoning Board of Appeals or Modifications Table, *if applicable*
- Five (5) copies of a Steep Slope Analysis to determine compliance with §198-60 – §198-65

Important Notes:

If the subdivision map is not located within a Sewer District and is not in conformance with the Suffolk County Sanitary Code, Article 6, a variance from the Suffolk County Department of Health Services or a Transfer of Flow Rights pursuant to Town Code Chapter 172 may be required prior to the Director of Planning and Environment signing the Final Map. It is the applicant's responsibility to coordinate any proposed development with the Suffolk County Department of Health Services at the earliest possible date.

For parcels that lie within the Huntington and Centerport Sewer Districts, and for parcels that are intending to apply to enter either district, contact the Department of Environmental Waste Management for more information.

A Stormwater Pollution Prevention Plan may be required in order to determine compliance with the General Code of the Town of Huntington, Chapter 170, Stormwater Management.

Following Review

If requested, you will be contacted by the Planning Department staff to arrange a Pre-Application Conference. At this time, you will receive information to help guide you through the subdivision process.

Variable Expenses (if proceeding to Preliminary Application)

- Surveyor/Engineer
- Attorney
- Public Hearing mailing notification to surrounding property owners
- Public Hearing sign(s)
- Recreation fee in lieu of park dedication
- Performance bond
- Inspection fee (9% of performance bond)
- Extension fees – to guarantee installation of improvements
- Maintenance bond
- Filing fees for Suffolk County Clerk