

Town of Huntington
Department of Planning and Environment

Final Subdivision Application Requirements

- Application Fee in the form of a check payable to the Town of Huntington.
- A completed **Final Application** duly signed and notarized by all interested parties.
- **IF APPLICABLE**, a **Corporate Resolution** designating the name of the individual(s) authorized to represent and sign for the corporation, company, etc. with respect to this specific application.
- **IF APPLICABLE**, an **Owner Affidavit** and **Contract Vendee Affidavit**, signed and notarized for each interested party, along with a copy of all Contracts of Sale and any other contract identifying an interest in the property.
- If the ownership has changed, submit a recorded deed reflecting the new ownership, Certification of Disclosure, Contact Designation Form and revised Assessor's Card(s).
- A copy of the Preliminary Approval Resolution.
- EAF Part III fee, if required.
- Letter requesting a waiver of the final public hearing, if so desired.
- Schedule of Operations, with applicant's name printed, and signed and dated, for all Major Subdivisions.

Required Maps (Stapled Maps will NOT be accepted):

- Minor Subdivisions (4 lots and under): 10 Final Maps and Revised Preliminary Maps if required
- Major Subdivisions (5 lots and over) or any subdivision proposing a new road: 7 sets of Engineering Drawings and 10 Final Maps

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. Contact the Suffolk County Department of Health Services for further information.
- 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.
- New York State allows the Planning Board to revoke Preliminary Approval unless a complete Final Application has been submitted within six (6) months from the date of Preliminary Approval.

Variable Expenses:

- 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