



## INSTRUCTIONS TO FILE A MINOR SUBDIVISION APPROVAL FOR THE TOWN OF CAMBRIA, NY

**Definition:** A Minor subdivision is any subdivision containing not more than four (4) lots, fronting on an existing street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map or Zoning Law

**Approval of a minor subdivision shall expire one year from the date of approval unless within such period, a Survey submitted pursuant to these instructions in conformity with such approval and the provisions of the Minor Subdivision Regulations with a Deed with attached Survey clearly describing the approved minor subdivision is recorded by the applicant with the Niagara County Clerk's office. The duly authorized officer of the Planning Board shall sign any such Survey attached to a Deed for such filing.**

- 1. SURVEYOR SIGNATURE & CERTIFICATION MUST APPEAR ON THE MAP:** Licensed professional engineer or land surveyor original signature and seal, with the required certification (RP 334). The following is an example of the certification:

*"Pursuant to Chapter 605 of the Laws of 1985, I certify that this Subdivision Map was prepared under my direction and the outbound survey of the premises contained within said subdivision map was prepared under my direction and is shown on my map dated: ."*

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Surveyor's Signature

- 2. STAMPED COPY OF SURVEY:** An updated, stamped, engineered paper copy of the Survey must be provided.
- 3. PLANNING BOARD STAMP AND SIGNATURE MUST APPEAR ON THE MAP.**  
(NY Statute Town Law 279)
- 4. A TAX CERTIFICATE SHOWING TAXES HAVE BEEN PAID:** The cost is \$20.00 if a statement from the Niagara County Treasurer is required due to a delinquency. The form can be obtained from the Niagara County Treasurer, 59 Park Avenue, Lockport, NY 14094. (RP 334)
- 5. SIZE REQUIREMENTS:** Minimum Size: 8 ½" X 11" or 8 ½" X 14"
- 6. ADDITIONAL ITEMS CITED ON MAP:** Date of survey, date map was made, name of owner