



# Request for Parcel Split/ Parcel Merge

## Town of Amherst Planning Department

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### Application Procedures and Requirements

1. Applicant secures application document from the Planning Department, Assessors Office or the Town of Amherst Website at <https://www.amherst.ny.us/>
2. Applicant prepares the information as required on the “Request for Property Split/Property Merge” application.
3. Applicant submits completed application to the Planning Department for review. The application is complete if;
  - a. All applicant information is filled out,
  - b. Accurate parcel information is provided,
  - c. \*A survey of each parcel in question is attached to the application. \*
  - d. A letter of authorization is provided from the record owner of the property in question if not the same as the applicant.
  - e. A short description of the proposed action is provided summarizing the reason for the request.

*\*Please note that all surveys must be prepared by a licensed land surveyor. \**

4. After the application is deemed complete by the Planning Department, the Zoning Enforcement Officer will conduct a review of the request for its conformance with §203 of Town Code and any other applicable Town of Amherst or NYS laws. The applicant will be provided a copy of the submitted application with a date stamp.
5. The Zoning Enforcement Officer will either approved, or deny the request subject request.
6. If the request is approved, the application & materials will be sent to the Town of Amherst Assessors Office to complete the request.
7. If the request is denied, the application must be amended to meet the requirements of §203 of Town Code based on the review from the Zoning Enforcement Officer. If you have questions about the requirements listed in the Zoning Enforcement Officer review please contact the Planning Department at (716) 631-7051.
8. For splits that have already been recorded in the Erie County Clerk’s office the Assessor’s will inform the Zoning Enforcement Officer of the transaction. The information to be provided will include a copy of the deed and patch from the county mapper. The Assessor’s Office will perform all splits that have already been recorded and provide the Zoning Enforcement Officer with a spread sheet at the time of tentative roll each year of all the splits that were completed.



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For assistance with this application, please contact Daniel J Ulatowski, AICP, Assistant Planning Director at [dultowski@amherst.ny.us](mailto:dultowski@amherst.ny.us) or Gary Palumbo, AICP Associate Planner at [gpalumbo@amherst.ny.us](mailto:gpalumbo@amherst.ny.us).

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Brian J. Kulpa  
Supervisor

Daniel C. Howard, AICP  
Planning Director

Daniel J. Ulatowski, AICP  
Assistant Planning Director

## REQUEST FOR PROPERTY SPLIT/PROPERTY MERGE

**Date:** \_\_\_\_\_

### **Applicant Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Representative Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Merge:** (if request involves more than 2 parcels, please use the next page)

1. Address: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

SBL: \_\_\_\_\_

Owner Authorization Attached (if other than applicant)

Survey Attached

2. Address: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

SBL: \_\_\_\_\_

Owner Authorization Attached (if other than applicant)

Survey Attached

### **Split:**

1. Address: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

SBL: \_\_\_\_\_

Owner Authorization Attached (if other than applicant)

Survey Attached

Deed Attached

### **Description of Proposed Action:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUEST FOR PROPERTY SPLIT/ PROPERTY MERGE

3. Address: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

SBL: \_\_\_\_\_

Owner Authorization Attached (if other than applicant)

Survey Attached

4. Address: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

SBL: \_\_\_\_\_

Owner Authorization Attached (if other than applicant)

Survey Attached

5. Address: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

SBL: \_\_\_\_\_

Owner Authorization Attached (if other than applicant)

Survey Attached

**OFFICIAL USE ONLY**

**Zoning Enforcement Officer:**  Approved  Denied; Comments Below

Zoning District(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Assessor's Office:**

Parcels are contiguous  Parcels have the same owner

New parcel address: \_\_\_\_\_

New SBL: \_\_\_\_\_

New parcel address: \_\_\_\_\_

New SBL: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DU/

"X:\Zoning\_Officer\MergesSplits\Forms\Merge\_Split\_Application.docx"

cc. Scott Marshall, Principal Planner  
Doug Gesel, Sup. Code Enforcement Officer  
Emily Murphy, Town Assessor