

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.

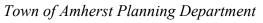
*Please note that all surveys must be prepared by a licensed land surveyor. *

- 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.

For assistance with this application, please contact Daniel J Ulatowski, AICP, Assistant Planning Director at <u>dulatowski@amherst.ny.us</u> or Gary Palumbo, AICP, Associate Planner at <u>gpalumbo@amherst.ny.us</u>.

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Erie County, New York B

Brian J. Kulpa Supervisor

REQUEST FOR PROPERTY SPLIT/PROPERTY MERGE

Planning Director Daniel J. Ulatowski, AICP Assistant Planning Director

Daniel C. Howard, AICP

Date:			Ass
Applicant	Information:		
Name: _		Email:	
		Phone:	
Represent	ative Information:		
Name: _		Email:	
	·		
Merge: (if	request involves more than 2 parcels, ple	ease use the next page)	
1.	Address:		
	Owner of Record:		
	SBL:		
	Owner Authorization Attached (if ot	ther than applicant)	Survey Attached
2.	Address:		
	Owner of Record:		
	SBL:		
	Owner Authorization Attached (if of	ther than applicant)	Survey Attached
Split:			
1.	Address:		
	Owner of Record:		
	SBL:		
☐ Owner Aut	horization Attached (if other than applica		Deed Attached
		,	
escription	of Proposed Action:		

REQUEST FOR PROPERTY SPLIT/ PROPERTY MERGE

5.	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 Enfo	rcement Officer: 🗌 Approved 🗌 Denied; Commer	nts Below	
Zoning District(5):		
Signature:		Date:	
Signature:	Office:	Date:	-
Assessor's (Date:	-
Assessor's (Office:		-
Assessor's (Office:	Date: New SBL: New SBL:	-

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