



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326

[www.northhempsteadny.gov](http://www.northhempsteadny.gov)



### Submittal Requirements – Subdivisions

Below are permit requirements specific to subdivisions. Prior to filing an application with Nassau County to subdivide a parcel, the subdivision must be deemed compliant with the Town of North Hempstead zoning code.

1. A completed Residential or Commercial Building Permit Application.
2. A current property survey including spot elevations at the existing building corners, spot elevation along the property lines at 25 foot intervals and spot elevations at every change in direction of the property line.
3. A proposed property survey or site plan showing only parcel 'A'.
4. A proposed property survey or site plan showing only parcel 'B'.
5. A zoning analysis which calculates the required and proposed lot size and lot width for each parcel.
6. An average lot width within 200 feet calculation (300 feet for Residence AA properties, 350 feet for Residence AAA properties, not required for commercially zoned properties). Please be aware that the average width is calculated from properties on both sides of the street, and for lots within the required distance of an intersection, the block front shall be assumed to continue across the intersection, excluding the width of the intersecting street from the 200 foot distance.
7. Unless the existing property has no existing structures on the premises, you will be required to file a second application to either maintain the existing structure on a diminished lot, and/or to demolish the structure(s). If demolishing the structure(s) please refer to our Demolition Permit Application. To maintain an existing structure on a diminished lot the following is required:
  - a. A completed Residential or Commercial Building Permit Application.
  - b. A current property survey showing the current conditions.
  - c. A site plan showing the existing structure on the diminished parcel showing all structures to remain, indicating all structures to be removed, and specifying all building dimensions and setbacks, especially those setbacks which are being diminished by the proposed subdivision.
  - d. Floor plans and elevations of the existing building on the premises.
  - e. A completed Residential or Commercial Zoning Analysis, which lists all diminished setbacks, increased lot coverage or gross floor area, or other affected aspects (such as parking) due to the reduction in lot size and dimensions.
  - f. Gross floor area, average front yard setback, sky exposure plane, and any other analysis necessary for zoning compliance review.



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Once the application has been reviewed and it has been determined to be in compliance with the **Town of North Hempstead** zoning code, or a variance has been granted by the **Board of Zoning Appeals**, a letter of zoning compliance shall be issued which you must include with your application to **Nassau County** to subdivide the parcel.

The subdivision must be finalized with the Town Building Department before any permits will be issued for new construction on the newly created properties. You must submit the following items after the subdivision has been granted by **Nassau County**:

1. A copy of new deeds for each of the newly created properties listing the new lot numbers, meets and bounds of the subdivided properties, along with the Schedule A from Nassau County for each of the newly created properties.
2. A copy of a receipt of filing the new deeds with the Nassau County clerk's office.
3. You will also need to contact the permits division of the Building Department in order to schedule an appearance before the Town Board to establish new property addresses for the newly created subdivided properties.