

Town of Batavia

3833 West Main St. Rd.

Batavia, NY 14020

Phone: 585-343-1729

What do I need for a land separation?

A Land Separation is the Separation of Four Lots or Less within a Three Year Period

Zoning Permit application cover page and maps to be submitted to Town office and proceed through the Town Planning Board

Fee: **200.00**

- 1** (one) written legal description of each parcel to be separated, including remaining land
- 1** (one) copy of a mi-lar Survey and prepared and sealed by a licensed Land Surveyor
- 3** (three) copies of a Survey prepared and sealed by a licensed Land Surveyor
- Land separation reviewed and acted on by the Town Planning Board
- If Separation is approved the applicant retrieves submitted documents that are signed by the Planning Board Chairman from the Town and Files with the Health Department, Real Properties and County Clerk's office the written description, mi-lar, one copy of survey
- Applicant returns proof of the County filing and one survey with all signatures to the Town Zoning Officer.
- Information is presented to the Town Assessor and data processed, Tax. Parcel Number is established and process is complete

Note: If a land separation is also going to be a parcel merge, the mi-lar and paper surveys must be titled, Land Separation and Parcel Merge.