LOT IMPROVEMENTS or NATURAL SUBDIVISION CHECKLIST

This checklist is prepared to assist applicants through the Lot Improvement or Natural Subdivision process but does not replace any requirements of law. Please refer to Town of Rochester Town Code Chapter 125: Subdivision and Chapter 140: Zoning, as adopted by Local Law #6 of 2009, for complete detailed information. It is recommended applicants review Chapter 125-18 for the criteria with which the Planning Board will be reviewing your application.
The Town of Rochester Code is available online.
www.townofrochester.net/Pages/RochesterNY_Codes/code

If you have any questions, please contact our office by phone (845) 626-2434 or E-mail torpbzba@hvc.rr.com prior to submitting your application.

All applicants seeking approval, as classified **Lot Improvement or Natural Subdivision** by the Town of Rochester Code Enforcement Office, shall be required to submit the following items as outlined below to the Planning Board for review. Once it is determined these items have been filed with the Planning Board secretary, your application will be scheduled on the Planning Board agenda. **The Planning Board meets the third Tuesday of the month at 7:00 PM. All applications and required documents must be received no later than two weeks before the scheduled meeting to be considered for placement on the agenda.**

- **Lot improvements and natural subdivisions shall be exempt from the requirements contained herein (including public hearings) provided five copies of a plan prepared by a licensed Land Surveyor or Professional Engineer have been submitted describing the conveyances involved by metes and bounds and in sufficient detail to determine the situation fits the criteria below. Such matters shall also be considered Type II actions under SEQRA.**

Parcels shall, to qualify as lot improvements:

- **Involve the addition of land to an existing parcel or lot line adjustment so as to:**
  - **Improve ability of that parcel to comply with setback or other building standards; or**
  - **Increase suitability of the parcel for building development; or**
  - **Add to the availability of open space; or**
  - **Adjust a boundary line location or produce a corrected deed if a map reflecting the same is desired for recording purposes.**
- **Not substantially reduce the ability of the lot, from which the lot improvement parcel is taken or reconfigured, to comply with the applicable standards of this Law.**
- **Include a map restriction to the effect the improvement parcel will never be considered a separate building lot apart from the tract to which it is being added.**

- **Parcels shall, to qualify as a natural subdivision, be separated by an existing Town, County or State highway that is improved to passable condition for vehicular traffic.**

    - **The Planning Board shall, within 62 days of the receipt of the complete lot improvement plans, determine whether they comply with the exemption criteria found above. Should the Planning Board fail to act in the provided time or make a finding that the plans do not meet the criteria, such plans shall be deemed accepted as a lot improvement.**

If the Planning Board finds they do qualify as a lot improvement, the Board shall sign the plans with the following notation:
"These plans are acknowledged by the Town of Rochester, and for recording purposes only, to represent an exempt lot improvement in accordance with Section 125-18 of the Town of Rochester Subdivision Regulations. No subdivision approval is required or given."

- **No person shall record plans for any lot improvement without so first obtaining the Planning Board's clearance.**

- **3 copies of the acknowledged and signed plan by the Planning Board Chairman shall remain with the Town for their records**