

Gregory H. Post, Supervisor
Daniel G. Underhill, Deputy Supervisor
Patti Michalak, Councilwoman
Sharon White, Councilwoman
Chad Zambito, Councilman



Teresa M. Morasco, Town Clerk
Thomas Lichtenhal, Highway. Supt.
Michael Cleveland, Town Justice
Thomas Williams, Town Justice

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What do I need for a Minor Subdivision?

A Minor subdivision is the Separation of Four Lots or less.

Zoning Permit application cover page and maps to be submitted to Town office for review. Please inform the surveyor that the signature block should read as follows: Town of Batavia Zoning Official and it should also be labeled as a Minor Subdivision on the final map he or she provides to the Town for review.

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
- Minor subdivision to be reviewed by the Town Zoning Official
- If Separation is approved the applicant retrieves submitted documents that are signed by the Town Zoning Official 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 minor subdivision is also going to be a parcel merge, the mi-lar and paper surveys must be titled, minor subdivision and Parcel Merge.

This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410. Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).