



Town of Glenville
APPLICATION FOR A RE-SUBDIVISION

Owner Name and Address	Date	Telephone Number
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Applicant Name and Address (if different than owner)	Date	Telephone Number
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Listed below are the properties *to be combined* (attach survey if possible):

Parcel 1 Parcel ID Number: _____ Address: _____

Lot Dimensions and Area: _____ x _____ = _____ Type of structures on lot: _____

Parcel 2 Parcel ID Number: _____ Address: _____

Lot Dimensions and Area: _____ x _____ = _____ Type of structures on lot: _____

Parcel 3 Parcel ID Number: _____ Address: _____

Lot Dimensions and Area: _____ x _____ = _____ Type of structures on lot: _____

Please indicate area of each lot in square feet or acres. Attach an additional sheet if necessary, for more parcels

Proposed Legal Description of Combined Parcel:

Lot Dimensions and Area of Combined Parcel: x =

Are all current and prior year's taxes paid in full? ☐ Yes ☐ No

NOTE: All taxes must be paid in full before lot split will be approved. Combinations take effect the following tax year.

Signature of Owner

Signature of Applicant (if other than owner)

If applicable, name, title, and signature of land contract holder, lender, mortgage holder, etc: _____

FOR OFFICE USE ONLY

Town Planner _____ Date _____

☐ Approved

☐ Disapproved

Town Bldg Inspector _____ Date _____

☐ Approved

☐ Disapproved

Town Assessor _____ Date _____

☐ Approved

☐ Disapproved

Remarks:



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INFORMATION & ACKNOWLEDGEMENT

(Note: All requests for re-sub-division must be approved by the Economic Development & Planning Department, the Building Inspector's Office, the Assessor's Office, and the County Office of Real Property Tax Services.)

- To begin the process, a formal "Application for Re-Subdivision" must be completed and submitted to the assessor's office, along with this signed acknowledgement (see other side), and the "Request to Combine/Separate Parcels" form (completed at assessor's office).
- The "Request to Combine/Separate Parcels" form must be signed at the assessor's office, in the presence of our notary public.
- The appropriate town departments will review the request and make a determination for approval/denial, referral to Planning & Zoning Commission (PZC), or referral to Economic Development & Planning Department for formal sub-division application.
- The property owner will then be advised of the decision and instructed as to the next step. The next step MAY be to apply for formal sub-division approval or to seek approval through the planning and zoning commission.
- This process can take up to 12 months or more to complete. Re-Subdivision/Re-configuration Requests processed after taxable status date (March 1st) will be processed for the following tax year.
- Property owners need to be aware that combining or splitting parcels can produce "illegal" parcels of record that may render a property an unbuildable site or cause complications in regards to zoning requirements. It is the responsibility of the property owner to inquire to the appropriate planning/zoning department the effects of their combination and/or split request.
- Please be aware that the property owner will be required to provide a "before & after" survey showing the changes to property.
- Please be aware that the property owner MAY be required to provide a new legal description for the proposed parcel(s).
- Please be aware that the property owner MAY be required to appear before the Planning & Zoning Commission (PZC).
- Only the property owner may request in writing that the properties be combined. Owner must complete the request form and provide contact information.
- Title to parcels must be in the exact same ownership name.
- Parcels must be contiguous & must be located in the same taxing jurisdiction
- There cannot be any delinquent taxes on any of the parcels.

ACKNOWLEDGEMENT

Owner(s) acknowledge that there will be a new assessment for the new parcel(s) which could be higher OR lower than the current aggregate assessment(s). Further, due to the assessment calendar (i.e. taxable status date, final roll date, and tax bill levy dates), there will be a lag time between the completion of this re-subdivision request, the final re-assessment of the parcel(s), and consequently, the final tax bill(s). The assessor's office will provide tentative assessed values around May 1st; however, the assessor's office will NOT provide estimated tax bill(s) at any point in time.

It is the responsibility of the owner to ensure all prior or current tax amounts on any parcels being split or combined with any other parcels are paid in full to the Tax Collector.

This agency is not responsible for any delinquent taxes, penalties, or interest that could occur and accrue due to negligence on the part of the property owner, the owner's representatives, or other parties when requesting parcel splits or combinations. Furthermore, if the property is encumbered by a mortgage, it is the owner's responsibility to seek prior approval from the mortgage company for any changes to the property involving a split or combination.

If this request is being presented by anyone other than the owner, a Power of Attorney or a Letter of Authorization from the owner must be supplied.

By signing below, whether by the owner or the owner's representative, the owner acknowledges they have read and understand the aforementioned and availed themselves of the opportunity to ask any questions, seek clarification, or obtain additional information prior to this action being requested. Further, by submitting this application, you acknowledge and agree that the Glenville Town Assessor is neither responsible nor liable for any problems or complications resulting from this request.

Signature _____	Print Name _____
Signature _____	Print Name _____
Phone: _____	E-Mail: _____

ALL REQUESTS MUST HAVE OWNER'S SIGNATURE. PHOTO ID REQUIRED.



TOWN OF GLENVILLE

AUTHORIZATION TO MAKE APPLICATION

If the applicant is not the owner of the subject property, this form must be completed and signed by the owner.

I, _____, the owner of the property located at:

(Street)

(Town)

(Zip Code)

Tax Parcel # _____, do hereby authorize

_____ to make application to the

Town of Glenville Planning and Zoning Commission for the purpose(s) of

_____.

Signature of Owner

Date