

**TOWN OF FLEMING**  
2433 Dublin Road, Auburn, NY 13021  
Phone (315) 252-8988 Fax (315) 252-1492  
www.townoffleming.com

## **MINOR SUBDIVISION REVIEW PROCESS**

Any subdivision which contains not more than four (4) lots fronting on an existing street; does not include any new street or road; does not require the extension of municipal facilities; does not adversely affect adjacent properties; and is not in conflict with any provision of the Comprehensive Plan and Official Zoning Map of the Town of Fleming, or these regulations.

- Step One:** Obtain an application for subdivision from the Town Clerk's Office or on the Town's website.
- Step Two:** Prepare a preliminary sketch plan to support the application for minor subdivision. Be sure that all property tax map numbers are included.
- Step Three:** Bring completed documents to the Town Clerk, together with the **application fee of \$50.00**, and ask to set up a meeting with the Town Zoning Officer. The Zoning Officer will decide whether the subdivision meets zoning regulations.
- If the subdivision **does not** meet zoning regulations, file a Zoning Board of Appeals Variance Application.
  - If the subdivision meets zoning regulations, the applicant should request to be placed on the schedule for the next ZBA Meeting. ZBA Meetings are scheduled on the third Thursday of the month at 6:00pm at the Town Offices. This request must be completed a minimum of 14 days prior to the scheduled meeting.
- Step Four:** Bring the following items to the ZBA Meeting:
- Completed application;
  - Six (6) Surveyor stamped survey maps.
    - ✓ Insure all tax map numbers and pertinent information is included for all involved properties.
  - Letters of Intent from all involved property owners.
    - ✓ If any affected parties are unable to attend, their documentation must be notarized.
  - Photo Identification
- Step Five:** The ZBA will review the subdivision application.
- If approved, a letter of approval will be returned to the applicant as well as approved maps for applicant to submit to Cayuga County Real Property within 30 days of the approval letter.
  - If application is denied, reasons for denial will be explained by the Fleming ZBA.

For further explanation and clarification, please review the Fleming Zoning Laws on our Town's website at [www.townoffleming.com](http://www.townoffleming.com).