

**TOWN OF PARMA  
APPLICATION FOR PLANNING BOARD REVIEW  
PROPERTY SPLIT/MERGE**

- 1) PROJECT OR SUBDIVISION NAME \_\_\_\_\_
- 2) PROJECT ADDRESS \_\_\_\_\_ CURRENT ZONING \_\_\_\_\_
- 3) LAND OWNER (fee title) \_\_\_\_\_ PHONE \_\_\_\_\_
- 4) ADDRESS \_\_\_\_\_
- 5) PROOF OF TITLE OR INTEREST IN PROPERTY SUBMITTED:  
Purchase Offer \_\_\_\_\_ Options \_\_\_\_\_ Current Owner \_\_\_\_\_ Other \_\_\_\_\_
- 6) ACTION REQUESTED: Subdivision \_\_\_\_\_ Merge \_\_\_\_\_
- 7) IS PROPERTY PART OF A FILED SUBDIVISION? YES \_\_\_\_\_ NO \_\_\_\_\_
- 

**SUBDIVISION OF LAND:**

TAX ACCT # \_\_\_\_\_ NUMBER OF NEW LOTS TO BE CREATED \_\_\_\_\_

DO ALL LOTS MEET MINIMUM LOT DIMENSIONS AND AREA? YES \_\_\_\_\_ NO \_\_\_\_\_

SUBMISSION OF 6 COPIES OF SUBDIVISION MAP WITH APPLICATION IS REQUIRED.

---

**PROPERTY MERGE:**

NUMBER OF PARCELS BEING MERGED IN TO ONE PARCEL \_\_\_\_\_

TAX ACCT # OF EACH PARCEL: 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

SUBMISSION OF 6 COPIES OF RE-SUBDIVISION MAP/INSTRUMENT SURVEY WITH APPLICATION IS REQUIRED.

---

APPLICATION FEE \$100

Date Paid: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PROCEDURES FOR PROPERTY SPLIT/MERGE

For Courtesy merges, the properties involved cannot be part of a subdivision that has been filed with the Monroe County Office of Mapping. The owner shall submit seven copies of a subdivision map or Instrument Survey showing all structures on the parcels that will be combined. The map and Instrument Survey will be reviewed for zoning compliance. Once the application, maps and fees have been received and a review is completed, the project can be placed on the Planning Board Agenda for their review.

For merges of properties that are part of a filed subdivision, the owner shall submit seven copies of a re-subdivision map and an Instrument Survey locating all structures on the parcels to be combined. The map and Instrument Survey will be reviewed for zoning compliance. Once the application, maps and fees have been received and a review is completed, the project can be placed on the Planning Board Agenda for their review. If the request is approved, the map signed by the Chairman of the Planning Board can be filed with the County. The Town will require three copies of the signed and recorded map.

The Assessor's Office has additional requirements for both of the above procedures and should be consulted prior to submitting an application to the Planning Board.

For subdivision of properties, the owner shall submit seven copies of the subdivision plat map showing both the parent parcel and the proposed lot(s) and an Instrument Survey locating all structures and their setbacks on the parcel to be subdivided. The plat map and Instrument Survey will be reviewed for Zoning compliance. Once the application, maps and fees have been received, the project can be placed on the Planning Board Agenda for their review. If the request is approved, the map signed by the Chairman of the Planning Board can be filed with the County. The Town will require three copies of the signed and recorded map plus an additional map for each parcel that is being created.