

CITY OF NIAGARA FALLS, NEW YORK

PROCEDURE FOR PROPERTY RESUBDIVISION

STEP 1:

Have your property surveyed by a New York State licensed surveyor. This map shall include the following information:

- Old lot number(s), old lot lines (light line weight)
New lot lines, new lot and block number(s) (heavy line weight)
- Seal and signature of surveyor (black ink)
- Signature of property owner (black ink)

STEP 2:

The surveyor shall deliver to the City Engineer's Office, Room 303, City Hall, 745 Main Street, three (3) original mylar maps containing the information listed in Step 1. Upon satisfactory review by the City Engineer's Office, the mylars shall be signed by the City Engineer, and forwarded to the City Assessor and Director of Planning for required signatures.

STEP 3:

Upon review and signature by the Director of Planning, mylar maps shall be returned to the City Engineer's Office.

STEP 4:

The surveyor shall pick up one (1) original mylar map and two (2) paper copies from the City Engineer's Office and deliver them to the Niagara County Clerk's Office, 59 Park Avenue, Lockport, New York, for filing purposes. One (1) paper copy shall be stamped by the Niagara County Clerk's Office for proof of filing.

NOTE:

No property resubdivision will be filed with the City of Niagara Falls without strict adherence to the above mentioned procedures. All property subdivisions and/or

consolidations/amalgamations of any lot or lots must be in compliance with all local laws and mandates.

Please allow a reasonable amount of time for processing by appropriate City Departments.