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CODE ENFORCEMENT OFFICE

ALDEN TOWN HALL
3311 Wende Road
Alden, New York 14004

CHECKLIST – SUBDIVISION OF PROPERTY

Ten (10) copies of the following **must** be received by the first day of the month in order to be placed on the agenda for Planning Board review. Attendance at the Planning Board Meeting on the second Tuesday of the month is **mandatory**.

- _____ Proof of Ownership (Deed)
- _____ Survey of entire parcel as it currently exists
- _____ Survey of new lot with legal description
- _____ Completed Application
- _____ Sign and date page three (3) of EAF form
- _____ Fee: Minor Subdivision (one lot) - \$125.00
Major Subdivision - \$250.00