



City of Rochester, NY

[FOR OFFICE USE ONLY]

FEE: _____ FILE NUMBER: _____

CHECKED BY: _____ DATE: _____

RESUBDIVISION Minor Transfers of Land and Lot Combinations

DIVISION OF ZONING
CITY HALL, 30 CHURCH STREET, ROOM 125-B
ROCHESTER, NEW YORK 14614
(585) 428-7043

INSTRUCTIONS TO APPLICANT

Applications **MUST** be submitted by appointment. Please contact Dennis O'Brien by phone at (585) 428-7364 or by email at Dennis.O'Brien@CityofRochester.Gov

Office Use	<u>APPLICATION REQUIREMENTS and INSTRUCTIONS:</u>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>1. Two (2) copies of this completed application.</p> <p>2. Obtain two (2) copies a Tax Map showing all of the parcels involved from Maps & Survey, City Hall, Room 225B. They will assist you in preparing this application and the required map.</p> <p>3. Two (2) sets of City Tax Certificates for <u>each</u> of the parcels showing that the taxes are paid in full for the current tax season. City Treasurer, City Hall, Room 100A.</p> <p>4. Two (2) sets of County Tax Certificates for <u>each</u> of the parcels showing that the taxes are paid in full for the current tax season. County Treasurer, County Office Building, 39 W. Main Street, Room B-2.</p> <p>5. Fee: \$50.00. Fee can be paid for online (credit card) with a link provided by staff <i>or</i> by check made payable to the 'City of Rochester'.</p>

1. **APPLICANT:** _____ **COMPANY NAME:** _____
ADDRESS: _____ **CITY:** _____ **ZIP CODE:** _____
PHONE: _____ **FAX:** _____
E-MAIL ADDRESS: _____

INTEREST IN PROPERTY: Owner _____ Lessee _____ Other _____

2. **OWNER:** _____
ADDRESS: _____ **CITY:** _____ **ZIP CODE:** _____
PHONE: _____ **FAX:** _____
E-MAIL ADDRESS: _____

3. **PROPERTY ADDRESS(ES)** _____ **CITY TAX ACCT. NO.** _____

- Date:** _____ **Liber:** _____ **Page:** _____

6. ARE THERE BUILDINGS OR IMPROVEMENTS ON THE PARCEL(S)? YES ____ NO ____

TYPE OF BUILDING (single family, garage, etc.)

SIGNATURE: _____ **DATE:** _____

SIGNATURE: _____ **DATE:** _____

[illegible]