



# TOWN OF ULYSSES

## PLANNING AND ZONING DEPARTMENT

### LOT LINE ALTERATION APPLICATION CHECKLIST

**INSTRUCTIONS:** Submit the following items listed in the checklist below. Electronic submittal via email is preferred. Hard copies may be submitted by mail or in person; however, digital files of all hard copies will be required to be submitted.

1) <input type="checkbox"/> <b>Fee</b>	2026 fees are \$210, payable by cash, check, or credit card.
2) <input type="checkbox"/> <b>Permit Application</b>	The <a href="#">application</a> must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> <b>Owner Approval</b>	If the applicant is not the owner of the land under consideration, written approval from the owner to submit the application is required.
4) <input type="checkbox"/> <b>Title Report or Proof of Ownership</b>	Submit a title report current to within 30 days of application date for <u>all properties</u> being adjusted. This report must confirm that the title of <u>all lots</u> being adjusted is under ownership of the parties signing the Declaration of Ownership, or a copy of the DEEDS.
5) <input type="checkbox"/> <b>Declarations</b>	<a href="#">Declaration of Ownership and Declaration of Legal Documentation</a> by <u>all owners</u> who have interest in the properties is required if not provided for on the map.
6) <input type="checkbox"/> <b>Existing Plat Map</b>	A copy of the most recent recorded plat map.
7) <input type="checkbox"/> <b>Lot Line Alteration Survey Map</b>	A survey map or map set, drawn in accordance with the <a href="#">Lot Line Alteration Survey Map Checklist</a> .
8) <input type="checkbox"/> <b>Narrative Statement &amp; Questionnaire</b>	A typed narrative explaining the requested alteration and the need for the alteration, and <a href="#">complete the LLA Questionnaire</a> .

If this checklist or any of the items above are not included with your application submittal, your application may be deemed “incomplete” and returned to you