



# 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>	2024 fees are \$100, payable by cash, check, or credit card.
2) <input type="checkbox"/> <b>Permit Application</b>	The application 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 all properties being adjusted. This report must confirm that the title of the lots 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>	Declaration of Ownership and Declaration of Legal Documentation by all owners 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 Lot Line Alteration Survey Map Checklist.
8) <input type="checkbox"/> <b>Narrative Statement</b>	A typed narrative explaining the requested alteration, the need for the alteration, and addressing each of the questions in the LLA Questionnaire.

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



# PERMIT APPLICATION

## TOWN OF ULYSSES PLANNING AND ZONING DEPARTMENT

**INSTRUCTIONS:** Complete form, sign, and date.  
See applicable application packet for all required checklist items.

CONTACT INFORMATION				
APPLICANT				
ADDRESS				
CITY		STATE		ZIP
PHONE		EMAIL		
OWNER				
ADDRESS				
CITY		STATE		ZIP
PHONE		EMAIL		
PRIMARY CONTACT: <input type="checkbox"/> APPLICANT <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER; PLEASE SPECIFY BELOW				
NAME				
PHONE		EMAIL		

PROJECT SITE INFORMATION	
ADDRESS	
PARCEL NO(S)	

PROJECT INFORMATION	
PROJECT NAME	
PROJECT DESCRIPTION	
VALUATION	

<b>Authorization:</b> I am the owner or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of New York that the information on this application and all information submitted herewith is true, complete, and correct.	
SIGNATURE	DATE
PRINT NAME	
CITY, STATE	



10 Elm Street  
Trumansburg, NY 14886



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[www.townofulyssesny.gov](http://www.townofulyssesny.gov)

UPDATED 2024

DECLARATION OF OWNERSHIP  
LOT LINE ALTERATION# \_\_\_\_\_

Know all men by these presents:

That I/we, the undersigned, depose and state that I/we are the owner/owners of land described by this declaration; and do hereby declare that I/we have no objections to the herein described property being altered.

Legal description of property (attach if necessary):

Tax parcel number:

Cross reference: See Record of Surveys Auditor File # \_\_\_\_\_  
Records of Tompkins County, New York.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature (s) \_\_\_\_\_  
\_\_\_\_\_

STATE OF NEW YORK)

County of \_\_\_\_\_) ss.

I certify that I know or have satisfactory evidence that

\_\_\_\_\_ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

Signature of  
Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

DECLARATION OF LEGAL DOCUMENTATION

LOT LINE ALTERATION# \_\_\_\_\_

Know all men by these presents:

That I/we, the undersigned, depose and state that I/we are the owner/owners of the properties subject to the lot line alteration and am/are solely responsible for securing and executing, as well as seeking, all necessary legal advice or assistance concerning the legal documents necessary to transfer title to those portions of the properties involved in the lot line alteration.

That I/we, the undersigned, further depose and state that the legal documents necessary to transfer title to the properties in question have been prepared and executed so that upon the recording of the lot line alteration, the title to the subject properties will accurately reflect the new lot line configuration resulting from the lot line alteration as approved by the Town of Ulysses.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature (s) \_\_\_\_\_  
\_\_\_\_\_ Title  
\_\_\_\_\_  
\_\_\_\_\_ Title

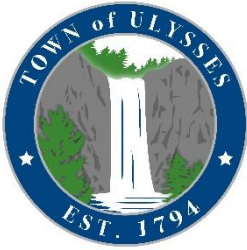
STATE OF NEW YORK) ss.  
County of \_\_\_\_\_)

I certify that I know or have satisfactory evidence that \_\_\_\_\_ signed this instrument and acknowledged it to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

Signature of  
Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_



# TOWN OF ULYSSES

## PLANNING AND ZONING DEPARTMENT

### LOT LINE ALTERATION SURVEY MAP CHECKLIST

The lot line alteration (LLA) survey map and completed LLA survey map checklist (this sheet) is required as part of a LLA permit application.

The LLA Survey Map is required to be in compliance with Tompkins County recording specifications

The LLA Survey Map must include the following information as applicable:

Existing and proposed lot lines must be delineated and called out, and may be shown on separate maps or on the same map. If delineated on the same map:

- Boundary lines of proposed lots should be designated by solid lines.
- Font text of proposed lots should be designated by solid letters.
- Boundary lines of existing lots should be designated by phantom lines.
- Font text of existing lots should be designated by phantom letters.

Location of all existing structures, setbacks from property lines, and encroachments.

Addresses of all buildings.

Area of all lots.

Lot numbers, block numbers.

Location and description of monuments and lot corners set and found.

North arrow, scale, scale bar, date drawn.

Location, names, and dimensions of all right-of-way.

Location, dimensions, and purpose of all easements, noting if the easements are private or public. All tracts for water quality and detention facilities.

All streams, wetlands, and steep slopes on and/or adjacent to the site must be identified, delineated, and referenced with the recording number of the covenant if applicable.

Reference to private covenants and special plat restrictions.

Descriptions and ties to all control points must be delineated.

Existing and proposed legal description of all lots being adjusted.

Zoning Officer approval block and project file number. The signature block shall state the following:

APPROVAL: LOT LINE ALTERATION NO. \_\_\_\_\_

THE TOWN OF ULYSSES HEREBY DETERMINES THAT THIS LOT LINE ALTERATION CONFORMS TO THE ZONING CODE OF THE TOWN OF ULYSSES AND IS HEREBY APPROVED.

NOTED: THE TOWN OF ULYSSES DOES NOT IN ANY WAY WARRANT NOR GUARANTEE THE ACCURACY OF THIS RECORD OF SURVEY.

EXAMINED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
ZONING OFFICER



# TOWN OF ULYSSES PLANNING DEPARTMENT

## LOT LINE ALTERATION QUESTIONNAIRE

**INSTRUCTIONS:** Address each question below as part of the narrative statement.

Will the proposed alteration cause any parcel to contain insufficient area or dimensional requirement of the Town of Ulysses Zoning Code?

If so, describe.

If any involved parcel is nonconforming, will the proposed alteration further increase the degree of nonconformity?

If so, describe.

Will the proposed alteration cause a nonconformity of any existing building or structure?

If so, describe.

If any existing building or structure located on an involved parcel is nonconforming, will the proposed alteration further increase the degree of nonconformity?

If so, describe.

Will the proposed alteration cause any public improvement, parcel, or building to be in violation of the Town's design and construction standards?

If so, describe.

If there is an existing public improvement, parcel, or building that is already nonconforming, will the proposed alteration further increase the degree of nonconformity?

If so, describe.

Will the proposed alteration create a new street or modify the configuration, alignment, profile, or boundary of any existing street, whether public or private?

If so, describe.

Will the proposed alteration eliminate or modify the configuration, alignment, number, or profile of any driveway or other point of vehicular access serving the affected parcels and/or associated easements?

If so, describe.

Will the proposed alteration eliminate or modify the configuration, alignment, location, or capacity of any public improvement, including those related to water and sewer infrastructure and their associated easements?

If so, describe.

Will the proposed alteration eliminate or modify the configuration, alignment, profile, or capacity of any storm sewer and/or other stormwater management improvement and/or associated easements?

If so, describe.

Will the proposed alteration eliminate or modify parking spaces upon the affected parcels, whether they are constructed or depicted on a site plan and held in reserve as a contingency (land banked)?

If so, describe.

Are any affected parcels subject to any condition of any previous subdivision by the Planning Board?

If so, describe.