



LOT LINE ALTERATION APPLICATION CHECKLIST

PLANNING AND ZONING DEPARTMENT

10 Elm St, Trumansburg NY 14886 • 607-387-5767 • permits@townofulyssesny.gov

INSTRUCTIONS: Submit the following items listed in the checklist below as applicable. 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) 2026 Fee	2026 Fee: \$210 Payable by cash, check, or credit card: https://ulyssesny.govtportal.com/ enter LLA and address in license number field. A 3.5% card processing fee applies.
2) Permit Application	The application must be filled out completely and signed by the owner, applicant, or primary contact.
3) Owner Approval	If the applicant is not the owner of the land under consideration, written approval from the owner to submit the application is required.
4) Title Report or Proof of Ownership	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) Declarations	Declaration of Ownership <i>and</i> Declaration of Legal Documentation by <u>all owners</u> who have interest in the properties is required if not provided for on the map.
6) Existing Plat Map	A copy of the most recent recorded plat map.
7) Lot Line Alteration Survey Map	A survey map or map set, drawn in accordance with the Lot Line Alteration Survey Map Checklist .
8) Narrative Statement & Questionnaire	A typed narrative explaining the requested alteration and the need for the alteration, and complete 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.



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

<i>OFFICE USE ONLY: PERMIT #:</i>	<i>FEE:</i>	<i>CHECK #:</i>
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CONTACT INFORMATION

APPLICANT				
ADDRESS				
CITY		STATE		ZIP
PHONE		EMAIL		

OWNER				
ADDRESS				
CITY		STATE		ZIP
PHONE		EMAIL		

PRIMARY CONTACT: APPLICANT OWNER OTHER, PLEASE SPECIFY BELOW

NAME				
PHONE		EMAIL		

PROJECT SITE INFORMATION

ADDRESS				
PARCEL NO(S)				

PROJECT INFORMATION

PROJECT NAME				
PROJECT DESCRIPTION				
VALUATION				

Authorization: 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		

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: _____



LOT LINE ALTERATION SURVEY MAP CHECKLIST

PLANNING AND ZONING DEPARTMENT

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Instructions: 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 and must include the following information as applicable:

<input type="checkbox"/>	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: <input type="checkbox"/> Boundary lines of proposed lots should be designated by solid lines. <input type="checkbox"/> Font text of proposed lots should be designated by solid letters. <input type="checkbox"/> Boundary lines of existing lots should be designated by phantom lines. <input type="checkbox"/> Font text of existing lots should be designated by phantom letters.
<input type="checkbox"/>	Location of all existing structures, setbacks from property lines, and encroachments.
<input type="checkbox"/>	Addresses of all buildings.
<input type="checkbox"/>	Existing and proposed area of all lots being adjusted.
<input type="checkbox"/>	Lot numbers, block numbers.
<input type="checkbox"/>	Location and description of monuments and lot corners set and found.
<input type="checkbox"/>	North arrow, scale, scale bar, date drawn.
<input type="checkbox"/>	Location, names, and dimensions of all right-of-way.
<input type="checkbox"/>	Location, dimensions, and purpose of all easements, noting if the easements are private or public.
<input type="checkbox"/>	All tracts for water quality and detention facilities.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Reference to private covenants and special plat restrictions.
<input type="checkbox"/>	Descriptions and ties to all control points must be delineated.
<input type="checkbox"/>	Existing and proposed legal description of all lots being adjusted.
<input type="checkbox"/>	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



LOT LINE ALTERATION QUESTIONNAIRE PLANNING AND ZONING DEPARTMENT

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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.