



# MAJOR SUBDIVISION FINAL PLAT APPLICATION CHECKLIST

## PLANNING AND ZONING DEPARTMENT

10 Elm St, Trumansburg NY 14886 • 607-387-5767 • [permits@townofulyssesny.gov](mailto: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.

**NOTE:** A final plat application must be submitted within 6 months of receiving preliminary plat approval. If it has been over 6 months since preliminary approval, the Planning Board may request resubmission of the preliminary plat.

<b>1) 2026 Fee</b>	<b>2026 Fee:</b> 50% of the preliminary plat review Payable by cash, check, or credit card: <a href="https://ulyssesny.govtportal.com/">https://ulyssesny.govtportal.com/</a> enter MGSUB and address in license number field. A 3.5% card processing fee applies.
<b>2) Final Plat Application</b>	The <a href="#">application</a> must be filled out completely and signed by the owner, applicant, or primary contact.
<b>3) Final Plat Map</b>	Must be drawn in accordance with the <a href="#">Final Plat Map Checklist</a> .
<b>4) Title Report or Proof of Ownership</b>	Submit a current title report (this report must confirm that the title of the property being divided is under ownership of the parties signing the Declaration of Ownership), or a copy of the DEED if it's been more than 6 months since Preliminary Plat Review.
<b>5) Declarations</b>	<a href="#">Declaration of Ownership and Declaration of Legal Documentation</a> by <u>all owners</u> who have interest in the properties are required if not provided for on the map. <i>If there has been no change in ownership since the preliminary review, updated declarations are not required.</i>
<b>6) Conditions, Covenants and Restrictions</b>	Original and PDFs of all offers of cession, covenants, and agreements.
<b>7) Civil Plan Set</b>	Full construction plan set that includes Demo Plan; Temporary Erosion and Sedimentation Control (TESC) Plan; Grading Plan; Paving, Signage and Channelization/Striping Plan; Stormwater Plans and Profiles; Water Plan and Profiles; Sewerage Plan and Profiles; Frontage Improvements within Right-of-Way; Landscape/Irrigation Plans
<b>8) Additional Requested Items</b>	Anything that has been requested by the Planning Board during the preliminary plat review should be included for the final plat review.

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>		
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						



# MAJOR SUBDIVISION FINAL PLAT MAP CHECKLIST

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**Instructions:** The final plat map and completed final plat map checklist (this sheet) is required as part of a Major Subdivision Final Plat application.

**The Final Plat Map must include the following information as applicable:**

<input type="checkbox"/>	Title Block: Must be labeled 'Final Plat' and state the name of the subdivision: ' <b>Final Plat for</b> (i.e., Owner's Last Name), <b>Town of Ulysses, Tompkins County</b> '; names and addresses of all owners of record and of the subdivider; and the name, license number, and seal of the New York State licensed land surveyor.
<input type="checkbox"/>	The entire parent parcel must be delineated.
<input type="checkbox"/>	Existing and proposed lot lines and their dimensions must be delineated and called out, and may be shown on separate maps or on the same map. If delineated on the same map: <ul style="list-style-type: none"> <li><input type="checkbox"/> Boundary lines of proposed lots should be designated by solid lines.</li> <li><input type="checkbox"/> Font text of proposed lots should be designated by solid letters.</li> <li><input type="checkbox"/> Boundary lines of existing lots should be designated by phantom lines.</li> <li><input type="checkbox"/> Font text of existing lots should be designated by phantom letters.</li> </ul>
<input type="checkbox"/>	Location of all existing structures, setbacks from property lines, and encroachments.
<input type="checkbox"/>	Names of the owners of record of all adjacent property and tax parcel numbers of all lots to be subdivided.
<input type="checkbox"/>	Addresses of all buildings.
<input type="checkbox"/>	Area of all lots. If any lot is a flag lot, the area of the 'pole' and the area of the 'flag' must be calculated separately.
<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, bearing, length, width, grades, and road profiles of all roads or public ways with approximate elevations shown at the beginning and end of each street, at street intersections and at all points where there is a significant change in the slope or direction.
<input type="checkbox"/>	Location, dimensions, and purpose of all easements, noting if the easements are private or public. Delineate boundaries of proposed permanent easements for ingress and egress over or under private property (permanent easements shall not be less than 20 feet in width) and which shall provide access to an existing public highway or other public open space shown on the plat map.
<input type="checkbox"/>	All on-site sanitation and water supply facilities (if any), including location of existing wells on site and other proposed lot wells. These shall be designed to meet the specifications of the Tompkins County Health Department. Delineate the locations of existing sewers, water mains, culverts, and drains on the property, with pipe sizes, grades and direction of flow.
<input type="checkbox"/>	Profiles of all new proposed water and sewer/septic lines. Connection to existing lines or alternate means of water supply or sewage disposal and treatment as provided in standards published by the Tompkins County Health Department.
<input type="checkbox"/>	Location of all public open spaces and parcels of land proposed to be dedicated to public use and the condition of such dedication. Submit copies of deeds, agreements, or other documents showing the manner in which such areas are to be maintained and the provisions made therefore.





DECLARATION OF LEGAL DOCUMENTATION

MAJOR SUBDIVISION # \_\_\_\_\_

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 major subdivision 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 major subdivision.

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 major subdivision, the title to the subject properties will accurately reflect the new lots resulting from the major subdivision 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: \_\_\_\_\_