



# TOWN OF ULYSSES

## PLANNING AND ZONING DEPARTMENT

### MAJOR SUBDIVISION FINAL PLAT 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.

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.

1) <input type="checkbox"/> <b>Fee</b>	<a href="#">2026 fees</a> are 50% of the preliminary plat review.
2) <input type="checkbox"/> <b>Final Plat Application</b>	The application must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> <b>Final Plat Map</b>	Must be drawn in accordance with <a href="#">the Final Plat Requirements Checklist</a> . Approval from Tompkins County Department of Whole Health for all water and sewer/septic must be obtained prior to submission.
4) <input type="checkbox"/> <b>Title Report or Proof of Ownership</b>	Submit a current title report current (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 Sketch Plat Review.
5) <input type="checkbox"/> <b>Declarations</b>	Submit current Declaration of Ownership and Declaration of Legal Documentation by all owners who have interest in the properties all owners who have interest in the properties is required if not provided for on the map. If there has been no change in ownership since the preliminary review, updated declarations are not required. if it's been more than 6 months since Sketch Plat Review.
6) <input type="checkbox"/> <b>Conditions, Covenants and Restrictions</b>	Original and PDF of all offers of cession, covenants, and agreements.
7) <input type="checkbox"/> <b>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
8) <input type="checkbox"/> <b>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.