



MINOR SUBDIVISION SKETCH PLAT 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: \$270 Payable by cash, check, or credit card: https://ulyssesny.govtportal.com/ enter MNSUB and address in license number field. A 3.5% card processing fee applies.
2) Sketch Plat 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) Sketch Plat Map	Must be drawn in accordance with the Sketch Plat Map Checklist .
5) Title Report or Proof of Ownership	Submit a title report current to within 30 days of application date (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.
6) Declarations	Declaration of Ownership and Declaration of Legal Documentation by <u>all owners</u> who have interest in the properties are required if not provided for on the map.
7) Short Environmental Assessment Form (SEAF)	Complete, sign, and date Part 1 of the SEAF along with supporting documentation .
8) Resource Analysis and Narrative	Submit a complete resource analysis with a typed narrative that addresses all the required items in the analysis if the proposal will be a cluster subdivision.
9) Conditions, Covenants and Restrictions	Submit restrictions and covenants, if any, which will be necessary to address common parking, access, and utility facilities, as well as maintenance of such facilities. Such restrictions and covenants will be required to be recorded prior to or simultaneously with the final plat.
10) Agriculture Data Statement	Complete and sign the agricultural data statement if the subject property contains a farm operation or is within 500 feet of a farm operation within a County designated agricultural district.
11) Other Documents	Submit any Statutory warranty deeds, local improvement district covenants and easement documents.
12) Site Visit Authorization	Sign and date the Board/Commission Member Site Visit form .

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.



MINOR SUB SKETCH PLAT APPLICATION

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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					
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					



MINOR SUBDIVISION SKETCH PLAT MAP CHECKLIST

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Instructions: The minor subdivision sketch plat map and completed sketch plat map checklist (this sheet) is required as part of a Minor Subdivision Sketch Plat permit application.

The Sketch Plat Map is not required to be survey quality, but should be to scale and should include the following information as applicable:

<input type="checkbox"/>	Name of the minor subdivision: Block with language stating: Town of Ulysses Minor Subdivision Sketch Plat for (i.e., Owner's Last Name).
<input type="checkbox"/>	The entire parent parcel must be delineated on one sheet.
<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: <ul style="list-style-type: none"> <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"/>	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"/>	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 existing and proposed on-site sanitation and water supply facilities (if any).
<input type="checkbox"/>	All tracts for water quality and detention facilities.
<input type="checkbox"/>	All existing and proposed utilities.
<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"/>	All other existing restrictions on the use of land including covenants, land trusts, etc.

DECLARATION OF OWNERSHIP
MINOR SUBDIVISION # _____

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 subdivided.

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

MINOR 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 minor 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 minor 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 minor subdivision, the title to the subject properties will accurately reflect the new lots resulting from the minor 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: _____



RESOURCE ANALYSIS

PLANNING AND ZONING DEPARTMENT

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The resource analysis shall show lands with conservation value on the parcel **and within 200 feet of the boundaries of the parcel**, including but not limited to the following:

- Wetlands, watercourses, streams, slopes 15% to 30% and slopes over 30%.
- Prime and statewide important farmland soils, land in active agricultural use, trail corridors, scenic viewsheds, public water supply wellheads, park and recreation land, unfragmented forestland, wildlife corridors and habitats, vernal pools, and historic and archaeological sites, if such areas are specifically identified in the Comprehensive Plan, in the Town of Ulysses Natural Resources Inventory, the New York Natural Heritage Program, in biodiversity maps prepared for the Town by an environmental consulting organization, or in any the Town of Ulysses Agriculture and Farmland Protection Plan.
- Designated overlay zones for stream corridors, aquifers, scenic protection, and floodplains.
- Buffer areas necessary for screening new development from adjoining parcels.
- Stone walls and individual trees or forested areas containing trees that are 18 inches in diameter at breast height (DBH) or larger.
- Land that has been disturbed or altered in the past and therefore may be more suitable for development. (This does not include land disturbed by an applicant prior to applying for a development approval.)
- If identified by the Planning Board or the Town's planning consultant in the course of sketch plan discussions, other land exhibiting present or potential future recreational, historic, ecological, agricultural, water resource, scenic or other natural resource value.

The applicant shall prepare the resource analysis and submit it to the Planning Board as part of the sketch plan. The resource analysis shall contain the following information and be subject to the following order:

Step one: identifying conservation areas. Identify preservation land by two steps. First, primary conservation areas such as wetlands, riverfront areas, and floodplains regulated by local, state, or federal law and secondary conservation areas (including unprotected elements of the natural landscape such as steep slopes, mature woodlands, prime farmland, meadows, wildlife habitats and cultural features such as historic and archeological sites and scenic views) must be identified and delineated. Second, the potentially developable area will be identified and delineated. To the maximum extent feasible, the potentially developable area shall consist of land outside identified primary and secondary conservation areas. Applicants shall consult the [Town of Ulysses Natural Resources Inventory](#) in preparing the conservation analysis.

Step two: locating house sites. Locate the approximate sites of individual houses within the potentially developable area and include the delineation of private yards and shared amenities, so as to reflect an integrated community, with emphasis on consistency in development patterns. The number of homes enjoying the amenities of the development shall be maximized.

Step three: aligning the road and trails. Align roads in order to access the house lots. Additionally, new trails should be laid out to create internal and external connections to existing and/or potential future streets, sidewalks, and trails.

Step four: lot lines. Draw in the lot lines. Density is calculated following a formula based upon the net acreage of the property.



AGRICULTURAL DATA STATEMENT

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Certain lands in the Town of Ulysses lie in an area that has been designated as an Agricultural District. Section 283-a of the New York State Town Law requires any application for a Special Permit, Site Plan, Use Variance or Subdivision on property within such a District containing a farm operation or on property with boundaries within five hundred (500) feet of a farm operation located in such a District to include an Agricultural Data Statement.

“Farming operations” are defined by Section 301, Article 25AA of the New York State Agriculture and Markets Law as “... the land used in agricultural production, farm buildings, equipment and farm residential buildings.”

A. Name of Applicant: _____

B. Address: _____

C. Description of Project:

D. Location of Proposed Project (tax map number): _____

E. Names and address of owners of land within the Agricultural District containing Farm Operations and located within five hundred (500) feet of the project property.

Name	Address	Tax Map #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

F. Attach a tax map showing the site of the proposed project relative to the location of the Farm Operations identified above.



BOARD/COMMISSION MEMBER SITE VISIT PLANNING AND ZONING DEPARTMENT

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As part of their responsibilities for reviewing your application, members of Boards and Commissions may need to conduct site visits of the subject property to enable them to observe the property and the context of the neighborhood and adjacent properties. Some applications involve a project that is not wholly visible from the public right-of-way and it may be necessary for members to access your property to observe portions of the exterior of the property not visible from the right-of-way.

By signing below, you are attesting that you understand this information and authorize members to enter onto the property, including side and rear yards, as necessary to conduct their site visit for your application.

Signature of Property Owner

Date

Please note, that if the property owner does not authorize the members to access your property, you may be required to provide additional information including photographic evidence of all areas of your property not visible from the right-of-way. Failure to permit property access to members or to provide additional information including adequate photographic evidence, may result in the denial of your application if there is insufficient evidence to establish that the standards have been met.