



TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

MINOR SUBDIVISION SKETCH 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.

1) <input type="checkbox"/> Fee	2023 fees are \$165, payable by credit card, cash, or check.
2) <input type="checkbox"/> Minor Subdivision Application	The application must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> Owner Approval	If the applicant is not the owner of the land under consideration, written approval from the owner to submit the final sketch plat is required.
4) <input type="checkbox"/> Minor Subdivision Sketch Plat Map	Must be drawn in accordance with the Sketch Plat Map Checklist.
5) <input type="checkbox"/> 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) <input type="checkbox"/> Declarations	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.
7) <input type="checkbox"/> Short Environmental Assessment Form (SEAF)	Complete, sign, and date Part 1 of the SEAF along with supporting documentation .
8) <input type="checkbox"/> 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 must be recorded prior to or simultaneously with the plat.
9) <input type="checkbox"/> 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.
10) <input type="checkbox"/> Other Documents	Submit any Statutory warranty deeds, local improvement district covenants and easement documents.

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 SUBDIVISION 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	

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			



10 Elm Street
Trumansburg, NY 14886

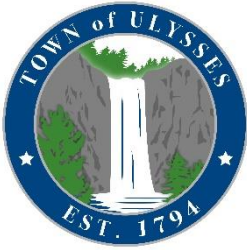


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UPDATED 2022



TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

MINOR SUBDIVISION SKETCH PLAT MAP CHECKLIST

The minor subdivision sketch plat map and completed final minor subdivision map checklist (this sheet) is required as part of the Minor Subdivision Sketch Plat permit application. The sketch plat is not required to be survey quality, but should be to scale.

The Minor Subdivision Sketch Plat Map should include the following information as applicable:

- Name of the minor subdivision: Block with language stating: **Town of Ulysses Final Minor Subdivision for** (i.e., Owner's Last Name).
- The entire parent parcel must be delineated on one sheet.
- 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. If any lot is a flag lot, the area of the 'pole' and the area of the 'flag' must be calculated separately.
- Lot numbers, block numbers.
- 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 existing and proposed on-site sanitation and water supply facilities (if any).
- All tracts for water quality and detention facilities.
- All existing and proposed utilities.
- All streams, wetlands, and steep slope topography on and/or adjacent to the site should be identified, delineated, and referenced with the recording number of the covenant if applicable.
- 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: _____



AGRICULTURAL DATA STATEMENT

PLANNING AND ZONING DEPARTMENT

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.



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UPDATED 2023