

Application Subdivision of Land

Subdivision regulations for the Town of Ulysses are governed by Article XVIII of the Ulysses Zoning Law adopted August 30, 2005 which is available on the web at www.ulysses.ny.us or at the Town Hall for \$25.00 a copy. This form provides summary information for subdivision. It is strongly recommended that applicants read Article XVIII of the Zoning Law prior to submitting an application.

Applicant Information:

Owner(s) of Property: _____

Address of Owner(s): _____

Phone number/email address: _____ / _____

Agent for Owner: _____ Phone _____

Property Information:

Tax Parcel Number: _____

Address of Property: _____

Number of parcels after subdivision: _____

Will any existing parcels be joined: YES NO

I am submitting the documents requested and willing to pay the appropriate fees for the proposed subdivision:

_____ Date: _____
applicant

Classification of Proposed Subdivision

The Code Enforcement Officer shall classify the subdivision and collect the appropriate fee. The fees listed are for administrative expenses incurred by the Town for services such as review of application, minutes of meeting, and transcripts of meetings. In addition, applicants are responsible for costs associated with legal notices and reasonable consultant fees deemed necessary for review.

- Simple Subdivision (division of one parcel into two parcels). FEE: \$50.00
- Simple Subdivision on State Route 89, 96, 227, Perry City Road, DuBois Road, or Halseyville Road). FEE: \$75.00
- Minor Subdivision (division of one parcel into three parcels without a new road or extension of municipal utilities). FEE: \$150.00
- Major Subdivision (division of one parcel into more than three parcels, a third lot from an existing parcel, or a subdivision that extends municipal utilities). FEE: \$300.00

Application accepted and fees collected by:

_____ Date: _____
Code Enforcement Officer

CHECK LIST

Required Material to be Submitted with Application

The check list is provided to keep track of the materials being requested. Refer to the Zoning Law Article XVIII Land Subdivision Regulations for a complete description of the requirements and procedures for subdivision in the Town of Ulysses.

SKETCH PLAT REQUIREMENTS FOR CLASSIFICATION:

- The location of the existing parcel or parcels to be subdivided in relation to the entire tract with the distance to the nearest road intersection.
- Topographical contours shall have a maximum interval of twenty (20) feet. If the terrain is moderately or steeply sloped (greater than 7%) then the maximum interval shall be ten (10) feet.
- All significant physical features including: existing structures, streams, wooded areas, wetlands, and flood plain areas within the portion to be subdivided and within 200 feet of this area.
- All existing restrictions on land use including: easements, covenants, and zoning district boundary lines.
- All available utilities and all roads as they appear on the Official Map.
- The tax map, block, and lot numbers of all parcels shown on the plat.
- The names of all owner(s) of the property to be subdivided and the names of the owners of all adjoining property owners as disclosed by the current tax map.

SIMPLE SUBDIVISION

- Survey map with the signature, license number, and seal of the surveyor or engineer certifying the plat.

MINOR SUBDIVISION (all the above plus):

- The proposed pattern of lots with dimensions and areas of each lot.
- Field Survey of the boundaries with permanent markers at each corner of the tract certified by a licensed land surveyor. Plat shall have a reference scale and an arrow indicating true North.
- Written approval from the Tompkins County Department of Health for all on-site sanitation and water supply facilities.
- Subdivision plat that includes the proposed name for the subdivision (if any); the county and town where located; arrow indicating True North; and the signature, license number, and seal of the surveyor or engineer certifying the plat.
- Copies of all covenants or deed restrictions that are intended to cover all or part of the tract.

MAJOR SUBDIVISION (all the preceding plus):

- The street layout, recreational areas, systems of drainage, sewerage and water supply within the subdivided area.
- Topographic contours at intervals of ten (10) feet including elevations on existing roads and a grading plan when natural contours are to be changed by more than two (2) feet.
- The zoning district(s) involved in the subdivision and any proposed changes in district boundaries within the subdivided area.
- All parcels of land to be dedicated to public use and the condition of such dedication.
- The location of existing sewers, water mains, culverts, and drains on the property that includes pipe size, grades, and direction of flow.
- The proposed location, profiles, and size of water lines, valves, hydrants, sewer lines, and fire alarm boxes including connection to existing lines or alternative means of water supply or sewage disposal and treatment.
- All stormwater runoff control measures as specified in the local laws of the Town.
- Preliminary designs of any proposed bridges or culverts.
- Plans and cross-sections for all sidewalks, street lighting, curbs, street trees, and storm drains.
- The width and location of existing roads and public ways as shown on the Ulysses Comprehensive Plan that are within the subdivision.
- The width, location, grades, and profiles for all proposed roads and public ways.
- Boundaries and agreements for proposed easements over or under other properties.
- If proposed subdivision tract is only a portion of the parcel, then a map of the entire parcel must be submitted.

NOTE: This checklist is to ensure that an application is complete prior to review. During the review the application may be required to provide additional information or have the application reviewed by a consultant for the Town. All costs for such review shall be borne by the applicant.

PROCEDURES FOR SUBDIVISIONS

CLASSIFICATION OF SUBDIVISION PROCEDURE

Upon the receipt of the Application and required Classification Material, the Code Enforcement Officer shall classify the subdivision action as: Simple, Simple along designated busy roads, Minor, or Major Subdivision.

Upon determination of classification of the proposed subdivision, the Code Enforcement Officer shall collect the fee, sign and date the first page of this document, and initiate the appropriate review process.

SIMPLE SUBDIVISION PROCEDURE

NOTE: Simple Subdivisions with frontage on State Routes 89, 96, 227, Perry City Road, DuBois Road, or Halseyville Road use the MINOR SUBDIVISION PROCEDURE.

The Code Enforcement Officer shall review the material for a Simple Subdivision to ensure conformance to the Ulysses Zoning Law and:

- Approves Application, signs and dates the survey map,
- Approves Application with Modifications, notes modifications on map, signs and dates the survey map, or
- Disapproves Application.

Applicant notified of decision and survey map filed with Tompkins County Clerk.

_____ Date: _____
Code Enforcement Officer

MINOR SUBDIVISION PROCEDURE

Upon classification of a subdivision as Minor, the Code Enforcement Officer shall notify the Chair of the Planning Board of pending action.

Request for Planning Board Review

Ten (10) days prior to the initial meeting with the Planning Board, the applicant must submit to the Code Enforcement Officer:

1. A written request for approval for subdivision.
2. Nine (9) copies of the sketch plat.

Date of initial meeting with Planning Board: _____.

Within 180 days of the initial planning board meeting, applicant must submit an official plat and all additional material to the Code Enforcement Officer. This becomes the official date of submission for the project.

_____ Date of Submission: _____
Code Enforcement Officer

Date of Planning Board Meeting to Review Subdivision: _____.

If the Planning Board waives a Public Hearing, a decision shall be granted within 45 days from Date of Submission. If no decision is filed within 45 days, the subdivision is considered Approved and the Plat is filed with the County Assessment Office.

Public Hearing shall be held within 45 days of the Date of Submission. The following actions are required for the public hearing:

1. At least ten (10) days prior to the Public Hearing, Applicant is to obtain Subdivision Action Sign from Code Enforcement Officer and place on parcel to be divided.
2. At least five (5) days prior to the Public Hearing, Notice of Hearing to advertised in the official newspaper for the Town.
3. Date of Public Hearing _____.

The Planning Board shall determine within 45 days of the Public Hearing to:

- Approve Application,
- Approve Application with Conditions, or
- Disapprove Application

_____ Date: _____
Chair, Planning Board

Within five (5) days of determination, the Chair of the Planning Board shall sign and file the resolution or determination of the Planning Board with the Town Clerk. Town Clerk shall send a certified copy of the resolution to the applicant.

If Planning Board conditionally approves subdivision, applicant has 180 days to file a revised plat that incorporates conditions noted

If Planning Board disapproves the subdivision, the applicant may file an appeal in accordance with Article 78 of the New York State Civil Practice Laws and Rules within thirty (30) days of notification of disapproval.

MAJOR SUBDIVISION PROCEDURE

Upon classification of a subdivision as Major Subdivision the Code Enforcement Officer shall notify the Chair of the Planning Board of pending action.

Request for Planning Board Review

Ten (10) days prior to the initial meeting with the Planning Board, the applicant must submit to the Code Enforcement Officer:

- 1. A written request for Planning Board Review of Preliminary Plat.
- 2. Nine (9) copies of the Preliminary Plat.

Date of Submission of Preliminary Plat is the date the Planning Board accepts the Preliminary Plat and accompanying material as complete and the Chair signs the Preliminary Plat.

_____ Date of Submission: _____
Chair, Planning Board

PRELIMINARY PLAT REVIEW

If no decision is filed by the Planning Board within 45 days from the date of submission, then the Preliminary Plat is considered Approved.

Date of Planning Board Review of Major Subdivision Preliminary Plat: _____.

Public Hearing on the Preliminary Plat shall be held within 45 days of the Date of Submission of the Preliminary Plat. The following actions are required prior to the public hearing:

- 1. At least ten (10) days prior to the Public Hearing, Applicant is to obtain Subdivision Action Sign from Code Enforcement Officer and place on parcel to be divided.
- 2. At least five (5) days prior to the Public Hearing, Notice of Hearing to advertised in the official newspaper for the Town.
- 3. Date of Public Hearing _____.

The Planning Board shall determine within 45 days of the Public Hearing to:

- Approve Preliminary Plat,
- Approve Preliminary Plat with Conditions, or
- Disapprove Preliminary Plat

_____ Date: _____
Chair, Planning Board

Within five (5) days of determination, the Chair of the Planning Board shall sign and file the resolution of determination with the Town Clerk. Town Clerk shall send a certified copy of the resolution to the applicant.

If Planning Board approves or conditionally approves the preliminary plat, the applicant has 180 days to file a final plat that incorporates conditions noted

FINAL PLAT REVIEW

For the Review of the Final Plat, the Applicant shall submit nine copies of the Final Plat and all offers of cession, covenants, and construction drawings to the Code Enforcement Officer who shall notify the Chair of the Planning Board of the pending action.

If the Planning Board does not act within 45 days on the Final Plat submittal, then the final plat is considered Approved.

Date of Planning Board Review of Major Subdivision Final Plat: _____.

Public Hearing on the Final Plat shall be held within 45 days of the Date of Submission of the Final Plat. The following actions are required prior to the public hearing:

1. At least ten (10) days prior to the Public Hearing, Applicant is to obtain Subdivision Action Sign from Code Enforcement Officer and place on parcel to be divided.
2. At least five (5) days prior to the Public Hearing, Notice of Hearing to advertised in the official newspaper for the Town.
3. Date of Public Hearing _____.

The Planning Board shall determine within 45 days of the Public Hearing to:

- Approve Final Plat,
- Approve Final Plat with Conditions, or
- Disapprove Final Plat

_____ Date: _____
Chair, Planning Board

Within five (5) days of determination, the Chair of the Planning Board shall sign and file the resolution or determination of the Planning Board with the Town Clerk. Town Clerk shall send a certified copy of the resolution to the applicant.

If Planning Board conditionally approves subdivision, applicant has 180 days to file a revised plat that incorporates conditions noted

If Planning Board disapproves the subdivision, the applicant may file an appeal in accordance with Article 78 of New York State Civil Practice Laws and Rules within thirty (30) days of notification of disapproval.

Within 92 days of approval of the Planning Board, the Final Plat for Subdivision shall be filed with the Tompkins County Clerk..