

## **Simple Subdivision Application Package & Instructions**

Land subdivision regulations are governed by Article XXI § 212-140-142 of the Town of Ulysses Zoning Law (available electronically at [www.ulysses.ny.us](http://www.ulysses.ny.us)). It is strongly recommended that applicants thoroughly read the land subdivision regulations prior to submitting an application.

The proposed land subdivision must meet the lot area and yard requirements for the zoning district in which the property is located. If an area variance is required from the Board of Zoning Appeals, then the Applicant must satisfy these requirements prior to proceeding with subdivision review.

### **Simple subdivision review procedure.**

Upon determination by the Zoning Officer that a proposed subdivision is to be treated as a simple subdivision, the Zoning Officer acts to approve; conditionally approve with modifications; disapprove; or grant final approval. **In any event, final approval cannot be granted until an official survey map prepared by a surveyor licensed by New York State has been presented to the Zoning Officer and such map indicates that all of the requirements of this chapter have been satisfied.** Final approval of the simple subdivision by the Zoning Officer shall be indicated by this officer's signature and date on the final survey map.

An application checklist has been included in this package. All items on the list must be present and complete before a subdivision review can be initiated.

**\*\*\*Incomplete Applications Will Not Be Accepted For Review\*\*\***

**Town of Ulysses, NY**  
**Subdivision Sketch Plan Review Checklist**

Project Name \_\_\_\_\_ Location \_\_\_\_\_

|  |  |
|--|--|
|  | A completed and signed application form  |
|  | The sketch plat initially submitted to the Zoning Officer shall be based on Tax Map information or on some other similarly accurate base map at a scale (preferably not less than 1:2,400) that enables the entire tract to be shown on one sheet.   |
|  | The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.  |
|  | All existing structures, wooded areas, streams, wetlands, flood hazard areas and other significant physical features within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than 10 feet. |
|  | The names of the owner and of all adjoining property owners as disclosed by the current tax roll.  |
|  | The Tax Map, block and lot numbers of all lots shown on the plat.  |
|  | All the utilities available and all streets as they appear on the Official Map   |
|  | The proposed pattern of lots (with dimensions), street layout, recreation areas, systems of drainage, sewerage and water supply within the subdivided area.  |
|  | All existing restrictions on the use of land, including easements, covenants and zoning district boundary lines.   |
|  | Completed and signed Environmental Assessment Form. ( <i>The NY DEC has an online application that greatly facilitates this process:</i> <a href="http://www.dec.ny.gov/eafmapper/">http://www.dec.ny.gov/eafmapper/</a> )   |
|  | Completed and signed Agricultural Data Statement (for properties containing or within 500 feet of a farm operation located in a County-designated Agricultural District).  |
|  |  |



Town of Ulysses  
 Planning Department  
 10 Elm Street  
 Trumansburg, NY 14886  
 (607) 387-9778 ext. 222

Simple Subdivision

Fee: \$50

Project #: \_\_\_\_\_

Business/Project Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\* Owner Authorization must be provided if you do not own the property.**

**Property Owner (if different):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Business Representative: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**Site:**

Parcel identification # (SBL#) of lots included: \_\_\_\_\_

Zone: \_\_\_\_\_ Size of

existing lot(s): \_\_\_\_\_ acres

Existing Frontage \_\_\_\_\_ feet

Number of lots proposed: \_\_\_\_\_ **Area of proposed disturbance** \_\_\_\_\_ **Acres**

Size of proposed buildings: \_\_\_\_\_

Proposed Use: Residential Single Family  Residential Multi-Family  Agricultural  Commercial  Other \_\_\_\_\_

Area of State Wetlands \_\_\_\_\_ acres Area of Federal Wetlands \_\_\_\_\_ acres

Area of Flood Plain \_\_\_\_\_ acres Area of Critical Slopes ( $\geq 15\%$ ) \_\_\_\_\_ acres

Soil Classification \_\_\_\_\_ Stream Name \_\_\_\_\_

Stream Classification \_\_\_\_\_ Stream Length (Ft) \_\_\_\_\_

Date property was acquired by the applicant: \_\_\_\_\_

Name(s) of Previous Owner(s): \_\_\_\_\_

Has applicant subdivided any portion of the above-described property prior to the date of this application? Yes  No

If yes, indicate number of parcels \_\_\_\_\_ Conveyed to: \_\_\_\_\_ Date: \_\_\_\_\_

Describe any easements or other restrictions on this property: \_\_\_\_\_

**By submitting this application, the applicant consents to the Town, through its officers or employees, entering upon the subject premises to conduct relevant site inspections in connection with this application.**

**Applicant/Business Representative: Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office use only

Fee \$ \_\_\_\_\_ Paid: Yes No Escrow Amount \$ \_\_\_\_\_

Application Status: Complete  Incomplete  Reason: \_\_\_\_\_ Reviewer's initials \_\_\_\_\_

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

| <b>Part 1 - Project and Sponsor Information</b>  |  |            |           |            |
|--|--|------------|-----------|------------|
| Name of Action or Project:   |  |            |           |            |
| Project Location (describe, and attach a location map):  |  |            |           |            |
| Brief Description of Proposed Action:  |  |            |           |            |
| Name of Applicant or Sponsor:  |  | Telephone: |           |            |
|  |  | E-Mail:    |           |            |
| Address:   |  |            |           |            |
| City/PO:   |  | State:     | Zip Code: |            |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?<br>If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2. |  |            | <b>NO</b> | <b>YES</b> |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency?<br>If Yes, list agency(s) name and permit or approval:   |  |            | <b>NO</b> | <b>YES</b> |
| 3.a. Total acreage of the site of the proposed action? _____ acres   |  |            |           |            |
| b. Total acreage to be physically disturbed? _____ acres   |  |            |           |            |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres   |  |            |           |            |
| 4. Check all land uses that occur on, adjoining and near the proposed action.  |  |            |           |            |
| <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)  |  |            |           |            |
| <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____  |  |            |           |            |
| <input type="checkbox"/> Parkland  |  |            |           |            |

|  |           |            |            |
|--|-----------|------------|------------|
| 5. Is the proposed action,<br>a. A permitted use under the zoning regulations?   | <b>NO</b> | <b>YES</b> | <b>N/A</b> |
|  |           |            |            |
| b. Consistent with the adopted comprehensive plan?   |           |            |            |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?  | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?<br>If Yes, identify: _____<br>_____   | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?   | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
|  |           |            |            |
| b. Are public transportation service(s) available at or near the site of the proposed action?  |           |            |            |
| c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?   |           |            |            |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies:<br>_____<br>_____  | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 10. Will the proposed action connect to an existing public/private water supply?<br>[If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES]<br>If No, describe method for providing potable water: _____<br>_____  | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 11. Will the proposed action connect to existing wastewater utilities?<br>[If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES]<br>If No, describe method for providing wastewater treatment: _____<br>_____   | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?<br>b. Is the proposed action located in an archeological sensitive area?  | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?<br>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?<br>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____<br>_____<br>_____                                      | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
|  |           |            |            |
| 14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:<br><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional<br><input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban   |           |            |            |
| 15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?   | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 16. Is the project site located in the 100 year flood plain?   | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources?<br>If Yes,<br>a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES<br><br>b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?<br>If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES<br>_____<br>_____ | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
|  |           |            |            |

|   |           |            |
|---|-----------|------------|
| 18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?<br>If Yes, explain purpose and size: _____<br>_____<br>_____ | <b>NO</b> | <b>YES</b> |
| 19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?<br>If Yes, describe: _____<br>_____<br>_____   | <b>NO</b> | <b>YES</b> |
| 20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?<br>If Yes, describe: _____<br>_____<br>_____   | <b>NO</b> | <b>YES</b> |
| <b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b><br>Applicant/sponsor name: _____ Date: _____<br>Signature: _____   |           |            |

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

|  | <b>No, or small impact may occur</b> | <b>Moderate to large impact may occur</b> |
|--|--------------------------------------|---|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?  |                                      |   |
| 2. Will the proposed action result in a change in the use or intensity of use of land?   |                                      |   |
| 3. Will the proposed action impair the character or quality of the existing community?   |                                      |   |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?                      |                                      |   |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?            |                                      |   |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? |                                      |   |
| 7. Will the proposed action impact existing:<br>a. public / private water supplies?<br>b. public / private wastewater treatment utilities?                                 |                                      |   |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?                                   |                                      |   |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?                     |                                      |   |

|   | No, or small impact may occur | Moderate to large impact may occur |
|---|-------------------------------|------------------------------------|
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? |                               |                                    |
| 11. Will the proposed action create a hazard to environmental resources or human health?                        |                               |                                    |

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

|  |   |
|--|---|
| _____  | _____   |
| Name of Lead Agency                                      | Date  |
| _____  | _____   |
| Print or Type Name of Responsible Officer in Lead Agency | Title of Responsible Officer                                  |
| _____  | _____   |
| Signature of Responsible Officer in Lead Agency          | Signature of Preparer (if different from Responsible Officer) |

Town of Ulysses  
10 Elm Street  
Trumansburg, NY 14886

**AGRICULTURAL DATA STATEMENT**

Section 283-a of the New York State Town Law requires that application for a special use permit, site plan approval, use variance, or subdivision approval on property containing a farm operation within an agricultural district or on a property with boundaries within 500 feet of a farm operation located in an agricultural district, include an Agricultural Data Statement. *The Town of Ulysses will use the information in this statement to assist in evaluating the impacts of proposed development projects on farm operations in Agricultural District #2 of Tompkins County.*

A farm operation is defined as “...the land and on-farm buildings, equipment, manure processing and handling facilities, and practices which contribute to the production, preparation and marketing of crops, livestock and livestock products as a commercial enterprise....” (Section 301, Article 25-AA of the Agriculture and Markets Law).

1. Name of Applicant: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_
2. Project Name/Location: \_\_\_\_\_  
\_\_\_\_\_
3. Description of proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Tax Parcel Number(s): \_\_\_\_\_
5. Number of total acres involved with project: \_\_\_\_\_
6. Number of total acres presently in Tax Parcel: \_\_\_\_\_
7. How much of the site is currently farmed? \_\_\_\_\_ Acres
8. Please identify who is farming the site: \_\_\_\_\_



9. Names and mailing addresses of all owners of land located within five hundred (500) feet of the project property within an agricultural district and containing farm operations:

|   | Landowner Name | Address | Tax parcel number | Type of farm |
|---|----------------|---------|-------------------|--------------|
| 1 |                |         |                   |              |
| 2 |                |         |                   |              |
| 3 |                |         |                   |              |
| 4 |                |         |                   |              |
| 5 |                |         |                   |              |

(Use separate sheet if needed)

10. Attach a copy of the current tax map showing the site of the project relative to the location of farm operations identified in #9 above.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_