

Minor 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). 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.

Minor Subdivision review procedure.

A Minor Subdivision is defined a subdivision of land resulting in three (3) lots and which:

- (1) Does not include new streets, municipal utility extensions, clustering or public open space or facilities;
- (2) Does not conflict with the zoning regulations, Official Map or any other Town development policy; and
- (3) Does not adversely affect use or development of adjoining land.

Upon determination by the Zoning Officer that a proposed subdivision is to be treated as a minor subdivision, the applicant should complete the following packet and return nine (9) copies, including all maps and fees to the Zoning Officer for review. The Zoning officer will review the application to be sure all required materials found in the included check list are present before the proposal is placed on the Planning Board agenda.

The Planning Board will first review the project as a Sketch Plan, discussing the general layout and requirements for road improvements, drainage, sewerage, water supply, fire protection, any applicable stormwater management and similar aspects, as well as the availability of existing services and other pertinent information.

The Planning Board shall determine whether the sketch plat meets the requirements of the zoning code and may, if the sketch plat is insufficiently complete, reject the application with reasons given in writing. It may also make specific recommendations in writing to be incorporated by the applicant in any subsequent submission to the Planning Board. If approved, the Sketch Plat will move forward into a review as a subdivision plat, and additional requirements for submission are required. A public hearing will be held, and the requirements of the State Environmental Quality Review Act (SEQRA) will be met before the Planning Board reaches a decision to conditionally approve; conditionally approve with modification; disapprove; or grant final approval to and authorize the signing of the final subdivision plat.

An application checklist and a schedule of meeting dates and deadlines for submission have 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 _____
X = Item Submitted; N/A = Not Applicable; W = Waive; COND = Condition of Approval

Sketch Plan List

	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.

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

Project Name _____ Location _____
X = Item Submitted; N/A = Not Applicable; W = Waive; COND = Condition of Approval

Subdivision Plan List

	Digital and nine (9) paper copies of the following materials:
	Completed and signed application form, including a narrative description of proposed project.
	The proposed subdivision name (if any), and the names of the town and county in which it is located
	Completed and signed Environmental Assessment Form. <i>(The NY DEC has an online application that greatly facilitates this process: http://www.dec.ny.gov/eafmapper/)</i>
	Completed and signed Agricultural Data Statement (for properties containing or within 500 feet of a farm operation located in a County-designated Agricultural District).
	If applicant is not the owner of the land under consideration, written approval from the owner to submit the sketch plan.
	A copy of such covenants or deed restrictions that are intended to cover all or part of the tract.
	An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corner of each tract shall also be located on the ground and marked with an approved pin, pipe, or monument and shall be referred to and shown on the plat.
	The date, a true North arrow, the map scale, and the names, addresses and phone numbers of all owners of record and the subdivider.
	Topographic or contour map to adequate scale and detail to show site topography and natural features such as Unique Natural Areas, Critical Environmental Areas, and all streams and wetlands or evidence of these such as hydric soils or vegetation indicative of wetlands,
	All on-site sanitation and water supply facilities (if any) shall be designed to meet the specifications of the Tompkins County Health Department; approval shall be stated on the plat and signed by an officer of the Health Department.
	Conceptual stormwater management plan consistent with local law that outlines the approach to manage runoff and its post construction treatment on the site. A Stormwater Pollution Prevention Plan does not have to be submitted for Sketch Plan Conference.
	Payment of all application fees.

**The Planning Board may request additional items as
may be required to complete its review**

*****Incomplete Applications Will Not Be Accepted For Review*****
(Applications submitted by deadline will be evaluated for completeness and placed on the agenda at the discretion of the Planning Dept.)



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

Minor Subdivision

Fee: \$150

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 _____

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: http://www.dec.ny.gov/eafmapper/)</i>
	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
AGRICULTURAL DATA STATEMENT AND CONTROL FORM

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. All such applications must be referred to the Tompkins County Planning Board in accordance with Section 239-m and 239-n of the General Municipal Law.

“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.”

PART 1 (completed by Applicant)

- A. Name of Applicant: _____
- B. Address: _____
- C. Description of Project (attach a brief narrative describing the project)
- D. Location of Proposed Project (tax map number): _____
- E. Names and address of owners of land within Agricultural District #5 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.

PART II (to be completed by Municipal Review Agency)

Type of Submission: Special Permit _____ Use Variance _____ Site Plan _____ Subdivision _____
Review Agency: Zoning Board of Appeals _____ Planning Board _____ Town Board _____

PART III (to be completed by Municipal Review Agency)

Consistent with Section 283-a(3) of the Town Law, written notice of the application described in Part I has been provided to the owners of land identified in the Agricultural Data Statement.

Date Notice Mailed: _____

PART IV (to be completed by Municipal Review Agency)

Consistent with Section 293-a(5) of the Town Law, the Clerk of the Municipal Review Agency identified in Part II must refer all applications requiring an Agricultural Data Statement to the County Planning Board.

Date Notice Mailed: _____

TOWN OF ULYSSES
AGRICULTURAL DATA STATEMENT AND CONTROL FORM

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. All such applications must be referred to the Tompkins County Planning Board in accordance with Section 239-m and 239-n of the General Municipal Law.

“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.”

PART 1 (completed by Applicant)

A. Name of Applicant: _____

B. Address: _____

C. Description of Project (attach a brief narrative describing the project)

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

E. Names and address of owners of land within Agricultural District #5 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.

PART II (to be completed by Municipal Review Agency)

Type of Submission: Special Permit _____ Use Variance _____ Site Plan _____ Subdivision _____

Review Agency: Zoning Board of Appeals _____ Planning Board _____ Town Board _____

PART III (to be completed by Municipal Review Agency)

Consistent with Section 283-a(3) of the Town Law, written notice of the application described in Part I has been provided to the owners of land identified in the Agricultural Data Statement.

Date Notice Mailed: _____

PART IV (to be completed by Municipal Review Agency)

Consistent with Section 293-a(5) of the Town Law, the Clerk of the Municipal Review Agency identified in Part II must refer all applications requiring an Agricultural Data Statement to the County Planning Board.

Date Notice Mailed: _____

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.

Part 1 - Project and Sponsor Information				
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? 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.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
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, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
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? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
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? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <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?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

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)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ 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?”

	No, or small impact may occur	Moderate to large impact may occur
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: a. public / private water supplies? 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.

9	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.
9	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)