



## City of Ithaca

### SUBDIVISION NOTICE REQUIREMENTS

All Subdivision applicants are required to give two forms of public notice: (1) a LETTER TO ALL PROPERTY OWNERS WITHIN 200 FEET; and (2) POSTING OF SIGN(S) ON THE PROPERTY. The City requires this notice to ensure owners of nearby property and other interested members of the community are informed of Subdivision proposals. This public notice supplements the administrative notice given to government agencies concerned with various aspects of the proposal.

The Planning & Development Board is particularly interested in receiving information regarding the possible effects the Subdivision may have on nearby property, so any adverse effects can be avoided or minimized. Any information or comments received as a result help the Board evaluate the proposal, and may lead to modifications that both protect the public interest and improve the project.

#### — MAILED NOTICE —

Following this page is a “Notice of Application for Approval of Subdivision” for the mailed notice. It may be added to or modified — as long as it contains the essential information of the proposed Subdivision and where to get additional information. A proposed Subdivision drawing must accompany the notice.

Notice must be mailed *at least 10 days* before the Planning Board meeting at which the Public Hearing will be held. It must go to owners of all properties within 200 feet of the Subdivision, in any direction, including any that lie outside the City but within 200 feet of the site. The list of properties can be obtained from: Tompkins County Department of Assessment, 128 E. Buffalo St., Building C, Ithaca, NY, (607) 274-5517 (Monday-Friday, 8:00-4:30).

Please provide the Planning Division with: (1) a copy of the notice; (2) the list of properties; and (3) a signed Mailing Certification Form. The Board will not consider the application until this information has been received.

#### — POSTED SIGN(S) —

In addition to the notification by mail, applicants must post a sign(s) in the center of the property on each street front of the property being subdivided to give the general public notice of the application. This notice must be posted *at least 10 days* and *no more than 20 days* before the Board meeting at which the Public Hearing will be held and must remain in place until final action has been taken. Signs can be obtained from the Planning Division at a cost of \$15.00 per sign (checks payable to “City of Ithaca”). Proof the sign(s) has been posted will be required in the form of a date-stamped photograph(s).

The Planning Division also publishes a legal notice of the Public Hearing that must be held before the Board takes final action on the Subdivision.

If you have any questions about notice requirements, dates and deadlines, or any other aspect of Subdivision, please contact: Planning & Economic Development Division, 108 E. Green Street, Third Floor, Ithaca, NY 14850 (Phone: 607-274-6550)

**NOTICE OF APPLICATION FOR APPROVAL OF  
SUBDIVISION IN CITY OF ITHACA, NY**

(completed and mailed by applicant)

**TO:** Owners of Property within 200 feet of \_\_\_\_\_  
(street address of property being subdivided)

**FROM:** \_\_\_\_\_  
(owner of property being subdivided or owner's agent)

**DATE:** \_\_\_\_\_

I/We have applied to the City of Ithaca's Planning & Development Board for approval of a Subdivision

on property at \_\_\_\_\_, Tax Parcel # \_\_\_\_\_, owned  
(street address)  
by \_\_\_\_\_.  
(owner of property)

City regulations require you be notified of this application in case you have questions or wish to attend the Board meeting, scheduled on \_\_\_\_\_, at 6:00 p.m. at  
(date)  
\_\_\_\_\_  
(location)

Anyone may speak to the Board at the scheduled meeting. Written comments can also be delivered, mailed, or e-mailed to: Planning & Development Board, 108 E. Green St., Third Floor, Ithaca, NY 14850, or [aharris@cityofithaca.org](mailto:aharris@cityofithaca.org) or [lnicholas@cityofithaca.org](mailto:lnicholas@cityofithaca.org). The Subdivision is proposed for the following reason(s). (Applicant: Provide a *clear* description of project intent.)

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Attached is a plat with the proposed location and configuration of the Subdivision. You may view the complete application at the Planning & Economic Development Division, Third Floor, City Hall, 108 E. Green Street, Ithaca. Subdivision applications are also accessible electronically via the "Document Center" on the City web site ([www.cityofithaca.org/DocumentCenter](http://www.cityofithaca.org/DocumentCenter)), under "Planning & Development" > "Subdivision Applications," and in the relevant address folder.

For more information about the Subdivision application, please contact either:

\_\_\_\_\_  
(name of applicant or agent)                      \_\_\_\_\_  
(phone number of applicant or agent)

or Planning & Economic Development Division at: (607) 274-6550.