



**INITIAL APPLICATION FOR APPROVAL OF SUBDIVISION OF
PROPERTY IN THE CITY OF ITHACA**

Applicants shall submit twenty-six (26) copies of this completed form, together with other applicable supporting information called for in Section 290-11, to the Planning and Development Board no later than ten (10) days before the date of a regular Board meeting, to obtain possible consideration for Conditional Approval at that meeting. In practice, submission of the application (including environmental information required to be supplied by applicant) by the first of the month is desirable and preferred, in order to permit review by other agencies advisory to the Board.

Applicants should be present when Preliminary and Final Subdivision Approvals are to be considered by either the Planning and Development Board or its subcommittee (see Sections 290-10.C. and -12.C. of the City Code).

1. Name, address, phone number(s), & e-mail of owner(s) of properties to be subdivided:

2. Location/street number, assessment parcel number(s), and present use of properties to be subdivided: _____

3. Reason for subdivision (check one):

- Adjust lot line with neighbor
- Permit additional building on existing lot
- Create one or more new building lots
- Other: _____

4. List any special feature of properties as existing (e.g., steep slopes, views, streams, trees, buildings, or other improvements); how will subdivision affect them? _____

5. Describe how subdivision will affect adjoining properties: _____

6. Indicate intentions for use and development of the properties involved, and any permits now pending for the same _____

7. Describe any work the proposal will require from the City: _____

8. Attach twenty-six (26) copies of map showing proposed subdivision of the properties involved, to reasonably accurate scale on 8½" x 11" paper. Show property line dimensions and area (acres or square feet) for existing and proposed lots. This map is not required to be as accurate as the Preliminary Subdivision Plat called for in Section 31.24, but it may be a reduced copy, if readable.

I hereby certify to the Planning and Development Board of the City of Ithaca that the information on this form and supporting information submitted with respect to this application, is true and accurate, and that the Board will be informed of any changes thereto in a timely fashion.

Signature of applicant: _____

STATE OF NEW YORK }
 COUNTY OF _____ } SS:

On the ___ day of _____, 20__, before me personally came _____, to me known to be the individual described in, and who executed, the foregoing instrument, and acknowledged that he/she executed the same.

Notary Public

FEES

A. Application Fee: In order to defray the costs of subdivision application processing and review by City staff and agencies, an initial application fee will be charged according to the following schedule:

1. For one- and two-family lots: \$100; \$150 for all others.
2. Subdivision size:

Subdivision Size (Number of Lots)	Fee
Fewer than 3	\$100.00
3 to 10	\$500.00
More than 10	\$500.00 plus \$50.00 for each additional lot over 10

B. Sign Fee: A fee shall be charged for each sign obtained from the Division of Planning, Zoning, and Econ. Development for public notice of the proposed subdivision required in accordance with §290-9C above, which fee shall reflect the City's cost for the sign.

C. Payment of Fees: Payment for application and sign fees shall be by check, payable to the City of Ithaca.



CITY OF ITHACA SHORT ENVIRONMENTAL ASSESSMENT FORM (SEAF)

Project Information

(to be completed by applicant or project sponsor)

1. Applicant/Sponsor:	2. Project Name:
3. Project Location:	
4. Is Proposed Action: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/Alteration	
5. Describe project briefly:	
6. Precise Location (road intersections, prominent landmarks, etc., or provide map):	
7. Amount of Land Affected: Initially: _____ Acres or Sq. Ft. Ultimately: _____ Acres or Sq. Ft.	
8. Will proposed action comply with existing zoning or other existing land use restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly:	
9. What is present land use in vicinity of project: <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Parkland/Open Space <input type="checkbox"/> Commercial <input type="checkbox"/> Other _____ Describe:	
10. Does action involve a permit/approval or funding, now or ultimately, from governmental agency (federal/state/local): <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit/approval type:	
11. Does any aspect of the action have a currently valid permit or approval? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit/approval type:	
12. As a result of proposed action, will existing permit/approval require modification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><i>I certify the information provided above is true to the best of my knowledge.</i></p> PREPARER'S SIGNATURE: _____ DATE: _____ PREPARER'S TITLE: _____ REPRESENTING: _____	

SAMPLE FORMAT
NOTICE OF APPLICATION FOR APPROVAL OF
SUBDIVISION IN THE CITY OF ITHACA, NY
(To be completed and mailed by applicant)

TO: Owners of property within 200 feet of _____
(street address of property being subdivided)

FROM: _____
(owner of property being divided, 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 # _____
(street address)
owned by _____
(owner of property)

City regulations require that you be notified of this application, in case you have questions or wish to attend the Board meeting, which is scheduled on _____, _____ in
(date) (time)
City Hall, 108 East Green St, Ithaca NY 14850
(location)

Anyone may speak to the Board at the scheduled meeting, and written comment can be given or mailed to the Planning & Development Board at 108 East Green Street, Ithaca, NY 14850.

The subdivision is proposed for the following reason/s. (Applicant: Provide a clear description of project intent.)

Attached is a plat with the proposed subdivision configuration and location of subdivision. You may view the complete application at the Department of Planning & Development on the 3rd Floor of City Hall, 108 East Green Street, Ithaca.

For further information on the application, please contact:

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

or the Department of Planning & Development at 607-274-6550.