



APPLICATION FOR APPROVAL OF SUBDIVISION OF PROPERTY IN CITY OF ITHACA

Applicants shall submit fourteen (14) copies of this completed and notarized form, together with other applicable supporting information called for in Section 290-11 of the City Code, to the Planning and Economic Development Division no later than six weeks before the date of the regular Planning and Development Board meeting at which they want their application to be considered. In practice, submission of the application (including required environmental information) is desirable and preferred by the fifteenth of the month, in order to permit review by other agencies advisory to the Board. ***Applicants should be present when Preliminary and Final Subdivision Approvals are considered*** by either the Planning and Development Board or its subcommittee (see attached Sections 290-10. C. and -12. C. of City Code).

1. Name, Address, Phone number(s), & E-mail of Applicant:

Name:

Address:

City, State, & Zip code

Telephone:

Email:

2. Name, Address, Phone number(s), & E-mail of Owner(s) of Property to be Subdivided:

Name:

Address:

City, State, & Zip code

Telephone:

Email:

3. Location/Street Number, Assessment Parcel Number(s) of Property to be Subdivided:

4. Present use of property to be subdivided:

5. Reason for Subdivision (check one):

Adjust lot line with neighbor

Create one or more new building lot

Permit additional building on existing lot

Other: _____

6. List any special feature of properties as existing (e.g., steep slopes, views, streams, trees, buildings, or other improvements) and how the Subdivision would affect them.

7. Describe how Subdivision would affect adjoining properties:

8. Indicate intentions for use and development of the properties involved, and any associated pending permits:

9. Describe any work the proposal will require from the City:

10. Attach fourteen (14) copies of map showing proposed Subdivision of properties involved, to a reasonably accurate scale on 8½"x11" paper, with 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 legible. Please also submit electronic versions of ALL submitted documents.

NOTE: Incoming e-mails to the City must be under 10 MB in size (incl. message envelope), so either provide CD-ROM, flash/thumb drive, use a free file-sharing web site, like: www.hightail.com, www.dropbox.com, www.google.com/drive, etc., or split documents into smaller parts and send multiple e-mails/files to: aharris@cityofithaca.org and/or lnicholas@cityofithaca.org.

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

Applicant Signature: _____

STATE OF NEW YORK }

COUNTY OF _____ } SS:

Sworn on this _____ day of

_____, 20_____

Notary Public

NOTE: The City Clerk's Office on the First Floor of City Hall has a Notary Public available.

FEES

A. Application Fee: To defray application processing and review costs, 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 \$15.00 fee shall be charged for each sign obtained from the Planning Division for public notice of proposed Subdivision, reflecting the City’s cost for the sign (in accordance with §290-9 C. above.)

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