



CITY OF ITHACA
108 E. Green St. — Third Floor Ithaca, NY 14850-5690

JoAnn Cornish, Director
DEPARTMENT OF PLANNING, BUILDING, ZONING, & ECONOMIC DEVELOPMENT
Division of Planning & Economic Development
Planning & Development – 607-274-6550 Community Development/IURA – 607-274-6565
E-Mail: dgrunder@cityofithaca.org

MAILING CERTIFICATION FORM

RE: City of Ithaca Site Plan Review / Subdivision Application/Special Permit

Project Title: _____

Project Address: _____

I, _____, affirm that all property owners within two hundred (200) feet of the boundaries of the site under consideration have been mailed a copy of the enclosed notice on or before the following date: _____. I affirm the notice was mailed to the property owners at the addresses shown on the attached list of property owners, by depositing a copy in a post-paid properly addressed envelope, in a post office or official depository under the exclusive care and custody of the United States Postal Service. I further affirm the names and addresses of the property owners are the same as the most recent Tompkins County Assessment Roll.

(APPLICANT SIGNATURE)

(DATE)

PLEASE SUBMIT THIS FORM TO:
City of Ithaca Planning Division
108 E. Green St., 3rd Floor
Ithaca, NY 14850
Phone: (607) 274-6550
Fax: (607) 274-6558
lnicholas@cityofithaca.org