

**CITY OF ITHACA****108 E. Green St. — Third Floor Ithaca, NY 14850-5690****DEPARTMENT OF PLANNING AND DEVELOPMENT****Lisa Nicholas, AICP, Director**

Planning & Development – 607-274-6550

E-Mail: dgrunder@cityofithaca.org

Community Development/IURA – 607-274-6565

Subdivision Application Process and Schedule

Please note that prior to submitting an application, you should contact the zoning staff to ensure your lot meets minimum requirements for subdivision. You can schedule an appointment to have your proposed subdivision reviewed by calling (607) 274-6550 or emailing zoningdivision@cityofithaca.org.

Please also note that a Building Permit *may* be required before you can file your Subdivision Application. You should submit a plat of your proposed subdivision to the Building Division for review. Call (607) 274-6508 for instructions.

The Planning and Development Board (PDB) makes decisions on Subdivision applications. To allow enough time for your proposal to be reviewed by staff, and other government and advisory bodies as required, your complete Subdivision application is due approximately **six weeks prior** to the meeting at which you wish the Board to act on your proposal.

Key dates are as follows:

15th day of the month prior to the month you wish to be on the PDB agenda	Submit Preliminary Subdivision Plat, completed Application Form, Environmental Assessment Form (EAF), and Subdivision Application Fee to the department of Planning and Development. Submit an electronic copy of all drawings and associated materials to Planning staff at pbstaff@cityofithaca.org . All submitted materials must be formatted to fit on a paper size of 8.5" x 11".
10 days before Public Hearing	Provide public notice: Subdivision Notice Sign to be posted on all street frontage of the property being submitted to the Planning Board. Sign must be posted at least 10 days and no more than 20 days before the Planning Board meeting. Contact Planning Division staff to arrange purchase of a sign/-s (\$15 each). One sign is needed for each street front of the property. Provide public notice by mail of pending subdivision to all properties within 200 feet (in every direction) of property being subdivided.
2nd Friday of the month	Project Review Committee (of the PDB) reviews site plans and EAFs. Attendance by applicant or representative is required. • 9:00 a.m., remote via zoom.
4th Tuesday of the month	Planning and Development Board meeting to provide preliminary review, conduct Environmental Review, and hold Public Hearing. Attendance by the applicant or a representative is required. • 6:00 p.m., Common Council Chambers, City Hall or remote via zoom.

Documents Enclosed:

- Subdivision Application Form
- Short Environmental Assessment Form (SEAF)
- Owner's Authorization Form (if required)
- Subdivision Notice Requirements
- Notice of Application for Subdivision
- Mailing Certification Form (if required)
- Subdivision Ordinance (Chapter 290 of City Code)

CONTACT:

Planning Board Staff
Department of Planning & Development
108 E. Green St., 3rd Floor
Ithaca, NY 14850 | (607) 274-6550
pbstaff@cityofithaca.org

**City of Ithaca**

APPLICATION FOR APPROVAL OF SUBDIVISION OF PROPERTY IN CITY OF ITHACA

Applicants shall submit this completed and notarized form, together with other applicable supporting information called for in Section 290-11 of the City Code, to Planning Board Staff 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 a 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: pbstaff@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: _____

By signing this application form, the applicant acknowledges City staff and the Planning and Development Board may visit the site in order to fully understand the proposal.

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."

Short Environmental Assessment Form

Part 1 - Project Information

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?			NO	YES
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.			☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			☐	☐
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, are adjoining or near the proposed action:				
☐ Urban	☐ Rural (non-agriculture)	☐ Industrial	☐ Commercial	☐ Residential (suburban)
☐ Forest	☐ Agriculture	☐ Aquatic	Other(Specify):	
Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO ☐ ☐	YES ☐ ☐	N/A ☐ ☐
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? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO ☐ ☐ ☐	YES ☐ ☐ ☐	
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 No, describe method for providing potable water: _____ _____	NO ☐	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO ☐	YES ☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	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: ☐ Shoreline ☐ Forest Agricultural/grasslands Early mid-successional Wetland ☐ Urban 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 plan?	NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO ☐	YES ☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	☐	☐

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO ☐	YES ☐

49. 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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

CONTACT:

Planning Board Staff
Department of Planning & Development
108 E. Green St., 3rd Floor
Ithaca, NY 14850 | (607) 274-6550
pbstaff@cityofithaca.org



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 at 108 E. Green Street, Third Floor, Ithaca, NY 14850, via phone at (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 by _____.
(street address) (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. via the
(date)
online platform Zoom, pursuant to the Governor's Executive Order 202.1.

The meeting can be viewed in real time on the City of Ithaca's Public Meeting Channel on YouTube at https://www.youtube.com/channel/UC7RtJN1P_RFaFW2IVCnTrDg.

Written comments can be submitted via email to pbstaff@cityofithaca.org by or before 12 p.m. on the date of the scheduled public hearing. Please indicate if you would like them read into the record or simply shared with the Board members and applicant. Comments may also be mailed to the Planning & Development Board at: Planning & Economic Development Division, 108 E. Green St., Ithaca, NY 14850. If you wish to speak at the meeting, please contact the Planning Division at 607-274-6550 (or via email), and staff will provide instructions on how to join the Zoom meeting.

The Subdivision is proposed for the following reason(s): *(Applicant, provide a clear description of project intent.)*

Attached is a plat with the proposed location and configuration of the Subdivision. You may view the complete application electronically via the "Document Center" on the City web site (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 and/or email of applicant or agent)

or the Planning & Economic Development Division at (607) 274-6550 or via email.



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DEPARTMENT OF PLANNING AND DEVELOPMENT
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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
pbstaff@cityofithaca.org



CITY OF ITHACA

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

DEPARTMENT OF PLANNING AND DEVELOPMENT

Lisa Nicholas, AICP, Director

Planning & Development – 607-274-6550

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If property is not owned by the Applicant or Project Sponsor, this OWNER'S AUTHORIZATION FORM will be required.

OWNER'S AUTHORIZATION FORM

DATE: _____

TO PLANNING & DEVELOPMENT BOARD, Ithaca, New York:

I (We) _____ of _____
(Name of Property Owner) (Street Address)

_____, _____
(Municipality) (State/Zip)

Owner of the property at _____
(Street & Number)

☐ I am the sole owner of the above-mentioned property.

☐ This property is also owned by _____
and I have a Power of Attorney to authorize this application (attach POA).

I hereby authorize _____ to submit a Site Plan Review/Subdivision
(Name)
application on my (our) behalf. I (we) understand the application will be heard at the _____
(Date)
meeting of the Planning & Development Board.

(Signature)

STATE OF NEW YORK)
COUNTY OF TOMPKINS)

Sworn to on this _____ day of _____,
_____, 20____

Notary Public

Special Note:

(1) Owners authorizing another to present an application on their behalf should be aware the Planning Board may, in granting the application, add reasonable conditions — which then become binding on the property.

(2) The owner may be the only person with detailed information about the property that is essential to the application. In such a case, authorizing another person to submit a Site Plan Review or Subdivision application may be detrimental to the application, unless the owner is either present at the hearing or sends another person fully prepared to answer questions about the property and the feasibility of using it consistent with the Site Plan Review Ordinance or Subdivision Ordinance.

City of Ithaca Municipal Code
CHAPTER 290: SUBDIVISION OF LAND
Article III. Plat Approval Procedure

§290-7. General procedure.

Subdividers shall comply with the procedure set out herein:

A. Subdivision plat. The subdivider shall file a subdivision plat with the Planning and Development Board. If the Planning and Development Board determines that the application is for a lot line adjustment, the Board shall refer the application to the Department of Planning, Building and Development to be dealt with in accordance with Article II, and shall inform the owner or the owner's agent of the Board's action.

[Amended 6-5-2013 by Ord. No. 2013-15[1]]

[1] Editor's Note: This ordinance provided for an effective date of 1/1/14.

B. The subdivision plat shall include a certificate from a licensed engineer or licensed surveyor. This shall be accompanied by an affidavit outlining the extent of the development work which the subdivider is prepared to undertake or for which he/she is to be financially responsible and outlining the extent of City participation which he/she is requesting. This affidavit shall also indicate the subdivider's willingness and ability to deed the street rights-of-way to the City when required.

C. Proposed grades and locations. Prior to preparation of the subdivision plat, the owner or the owner's agent shall submit the proposed street grades, locations and grades for sanitary sewers, storm sewers, and monuments to the City Engineer for a determination of compliance with City requirements for these matters.

D. Initial submission of plats.

(1) If the subdivision is a minor subdivision, the owner shall submit the information required in §§ 290-11 and 290-12 for final plats.

(2) If the subdivision is a major subdivision, the owner shall submit the information required in §§ 290-9 and 290-10 for preliminary plats.

(3) If the owner submits a subdivision plat for approval and the Board renders a preliminary approval, then the subdivision plat is deemed to be a preliminary plat and the owner must submit a final plat satisfying the Board's conditions.

E. Board of Public Works. The Board shall submit those matters within the Board of Public Works' jurisdiction to the Board of Public Works for approval.

F. Approval. The owner shall obtain approval of both the Planning and Development Board and the Board of Public Works, as required in Subsection E, of both the plan and the extent of City participation in the development.

G. Rights-of-way. The subdivider shall have all street right-of-way lines or property corners either temporarily or permanently marked, as specified by the Planning or Development Board.

H. Deed and map. The subdivider shall present a deed and a map for the streets to the Common Council for acceptance by the city.

§290-8. Conformance required.

The layouts, topographic map, details and required data and all procedure relating thereto shall comply with the provisions of §§ 32 and 33 of the General City Law and with this chapter.

§290-9. Preliminary approval.

A. If the subdivision plat is for a major subdivision, then the subdivider shall apply for preliminary approval. If the subdivision plat is for a minor subdivision, then the subdivider shall comply with § 290-11A(1).

B. Required documents and information. For preliminary approval, the subdivider shall submit to the Planning and Development Board, in triplicate, all the documents and information called for in § 290-10. All the information presented shall be as accurate and up-to-date as possible, and all drawings or other graphic material shall be of a kind and quality approved by the Planning and Development Board. The Planning and Development Board shall then study the preliminary plat and proposed street design in connection with the topography of the land and the requirements of Chapter 325, Zoning, and of the Master Plan and the Official Map, insofar as they exist and apply, and shall take into consideration the general needs of the community and the best uses of the land to be subdivided. Particular attention shall be given to the matters enumerated in § 33 of the General City Law and to specific requirements for parks, playgrounds, school and other building sites, adequacy of the street layout and general suitability of the development.

C. Public notice.

(1) By mail. At least 10 days before the first meeting of the Planning and Development Board at which either a determination of significance of environmental effect of a proposed subdivision or preliminary approval of a proposed subdivision, whichever occurs first, is to be considered, the subdivider shall provide the Board with certification that notice of the proposed action has been mailed to the record owners of all properties within 200 feet of the parcel(s) to be subdivided. Such notice shall be in a form approved by the Board, briefly stating essential facts about the proposal and informing recipients of the date, time and place of the meeting and the place where further information about the proposal and the review process may be obtained.

(2) By posting. At least 10 and not more than 20 days before the first meeting of the Planning and Development Board at which either a determination of significance of environmental effect of a proposed subdivision or conditional approval of a proposed subdivision, whichever is applicable, is to be considered, the subdivider shall post a sign at the center of each of the property lines of the property to be subdivided which fronts on a public or private roadway to inform the public of the proposed subdivision. Such signs shall be continuously maintained and displayed facing the roadway until final action has been taken by the Board to approve or deny the subdivision. The required signs shall be obtained from the Department of Planning and Development, and a nonrefundable fee shall be paid for each sign or replacement obtained. At the time such signs are obtained, the subdivider or subdivider's representative shall indicate, in writing, the date on which the signs are to be erected.

(3) By newspaper. The hearing on the preliminary plat shall be advertised at least once in a newspaper of general circulation in the City at least five days before the hearing if no hearing is held on the draft environmental impact statement or 14 days before a hearing held jointly therewith. The Board may provide that the hearing be further advertised in such a manner as it deems most appropriate for full public consideration of the preliminary plat. The hearing on the plat shall be closed upon motion of the Board within 120 days after it has been opened. [General City Law § 32, Subdivision (5)(d)(ii).]

D. Public hearings. The time within which the Board shall hold a public hearing on the plat shall be coordinated with any hearings the Board may schedule pursuant to the SEQR or CEQR as follows:

(1) If the Board determines that the preparation of an environmental impact statement on the preliminary plat is not required, the public hearing shall be held within 62 days after the receipt of a complete preliminary plat by the Clerk of the Board; or

(2) If the Board determines that an environmental impact statement is required, and a public hearing on the draft environmental impact statement is held, the public hearing on the preliminary plat and the DEIS shall be held jointly within 62 days after the filing of the notice of completion of the DEIS in accordance with the provisions of the SEQR. If no public hearing is held on the DEIS, the public hearing on the preliminary draft shall be held within 62 days of filing the notice of completion. [General City Law § 32, Subdivision (5)(d)(i).]

E. Conference with subdivider. The preliminary conclusions reached by the Planning and Development Board, together with any recommended revisions, shall be discussed with the subdivider or authorized representative at a regular meeting of the Board not less than 10 days nor more than six weeks after receipt by the Board of a complete application for subdivision approval, including a preliminary plat with required accompanying data and a final lead agency determination as to the significance of any effect which the proposed subdivision will or may have on the environment. No approval action will be taken in the absence of such discussion.

F. Findings of Planning and Development Board; effect of approval. Within 30 days after this discussion, the Planning and Development Board shall submit its findings, in writing, to the subdivider, citing the specific changes it will require in the preliminary plat, or, if approved, shall endorse such approval thereon as conditional approval. The action of the Planning and Development Board shall be noted on two copies of the plat and supporting documents, one copy being returned to the subdivider and one retained by the Planning and Development Board. Conditional approval of a preliminary plat shall not constitute final approval of the final plat, but merely tentative approval of the general layout submitted on the preliminary plat as a guide to the preparation of the final plat, which shall be submitted later to the Planning and Development Board for approval and for recording upon fulfillment of the requirements of these regulations and the conditions, if any, of the preliminary approval.

§290-10. Minimum preliminary information.

The preliminary information referred to in § 290-9 shall consist of the following as a minimum requirement:

A. Generally: basic information describing the property to be subdivided, the nature and purpose of the subdivision, its relationship to and potential effects on the neighborhood in which it is located and other data serving to explain the extent, character and intent of the proposal. Such information shall be supplied in a form approved by the Planning and Development Board and shall be submitted, together with the required application fee, at least 10 days before the date of any regular meeting of the Board at which the application is to be considered for conditional approval.

B. Plat. The plat shall be an original drawing or a good print of the same, with a scale not smaller than one inch equals 100 feet, showing or accompanied by the following information:

(1) Topography. The topography of any but substantially level areas, using contour intervals not greater than five feet, shall be included, at the same scale as the plat if on a separate drawing.

(2) Identification. The proposed name or identifying title of the subdivision, a key map or diagram identifying the location, title data giving all essential information, the name and address of the record owner, the subdivider and the designer of preliminary studies and the identification of adjacent subdivisions, with appropriate data on the same, shall be set out.

(3) Property lines and markers. The location of property lines and markers, existing easements, watercourses and other natural features and buildings and the location and sizes of any existing sewers, waterlines, drains and culverts on the land to be subdivided shall be set out.

(4) Existing streets and similar data. The location, names and widths of existing and proposed streets, easements, alleys, building setback lines, parks or other reservations and similar data on adjacent property which might conceivably affect the design of subject property shall be included.

(5) Land to be dedicated. All land proposed to be dedicated to public use, with conditions stated, shall be set out.

(6) Trafficways and cross sections. The width, location, approximate grades and profiles of all proposed trafficways and, where appropriate, typical cross sections of the entire subdivision shall be included.

(7) Water and sewers. The connections and general arrangement of proposed water and sewer lines, subject to the advice of the City Engineer, and the general arrangement of proposed storm sewer lines shall be set forth.

(8) Bridges and culverts. The location and a general description of proposed bridges and culverts shall be indicated.

(9) Lot lines. Proposed lot lines with approximate dimensions shall be set out.

C. Description and survey. A deed description of the subject property, with a certified survey, shall be included.

D. Contiguous land. Where the owner of a proposed subdivision also owns contiguous land subject to later subdivision, a sketch of the same shall be included for consideration with studies of the subject property.

E. Environmental data. The applicant shall submit all documents and information necessary for a full environmental review of the proposed subdivision by the lead agency.

§290-11. Final approval.

A. Documents to be submitted.

(1) If the plat is for a minor subdivision, the subdivision plat carries a presumption that it is final and not preliminary. The subdivider shall submit to the Planning and Development Board, in triplicate, all documents and information required in § 290-12. All the information presented shall be as accurate and up-to-date as possible, and all drawings or other presentation material shall be of a kind and quality approved by the Planning and Development Board; or

(2) If the plat is for a major subdivision, the final plat shall conform substantially to the preliminary plat, as approved, and, if desired by the subdivider, it may constitute only that portion of the preliminary plat approved by the Planning and Development Board which the subdivider proposes to record and develop at the time; provided, however, that such portion conforms to all the requirements of these regulations. For final approval, the subdivider shall submit to the Planning and Development Board, in triplicate, all the documents and information called for in § 290-12. All the information presented shall be as accurate and up-to-date as possible, and all drawings or other presentation material shall be of a kind and quality approved by the Planning and Development Board.

B. Public notice. Subdividers seeking approval of minor subdivisions shall comply with the public notice requirements of § 290-9C.

C. Time for submission. Application for approval of the final plat shall be submitted to the Planning and Development Board, in writing, at least 10 days prior to the meeting at which it is to be considered; and this application and the required plat and documents shall be submitted to the Planning and Development Board within six months after approval of the preliminary plat; otherwise such approval shall become null and void, unless an extension of time shall have been applied for and granted by the Planning and Development Board.

D. Formal hearings; findings. Before the Planning and Development Board acts on the final plat and related matters, it shall hold a formal hearing thereon, in accordance with § 32 of the General City Law. The presence of the subdivider or authorized representative at such hearing is recommended to facilitate resolution of any issues raised that may affect the Board's decision.

(1) If the Board determines that the preparation of an environmental impact statement on the plat is not required, the Planning and Development Board shall by resolution, within 62 days of the date of public hearing, approve, modify and approve, or disapprove such plat. [General Law § 32, Subdivision 6(d)(i)(3).] Such approval shall, however, not be deemed final until the subdivider has complied with the provisions of § 290-13 and such requirements as are prescribed by the Board of Public Works relative to the improvement of new streets and has offered the streets to the Common Council for dedication.

(2) If the Board determines that an environmental impact statement is required, and a public hearing is held on the DEIS, the final environmental impact statement shall be filed within 45 days following the close of such public hearing in accordance with the provisions of the SEQR and CEQR. If no public hearing is held on the DEIS, the FEIS shall be filed within 45 days following the close of the public hearing on the final plat. Within 30 days of the filing of the FEIS, the Planning Board shall issue findings on such FEIS and shall by resolution conditionally approve, with or without modification, disapprove, or grant final approval and authorize the signing of the plat. [General City Law § 32, Subdivision (6)(d)(i)(3).] Such approval shall, however, not be deemed final until the subdivider has complied with the provisions of § 290-13 and such requirements as are prescribed by the Board of Public works relative to the improvement of new streets and has offered the streets to the Common Council for dedication.

§290-12. Final subdivision plat.

A. Generally. The final set of documents and related information on a subdivision shall embrace all the information required for the preliminary set, with additions as noted below, and all in a more permanent form and shall include working drawings and specifications, as compared with material in sketch form earlier submitted.

B. Drawings. Drawings of plat, topography, if on separate sheets, profiles and other essential details shall be drawn, according to generally accepted standards of good draftsmanship, in ink on tracing cloth to be filed with the Planning and Development Board.

C. Contents of drawings. The final drawings shall show the exact boundaries of the property, a graphic scale and a true North point. The tops of all drawings shall be north or approximate north. The plat shall show all street lines, easements, reservations, pedestrian ways and areas to be dedicated to public use. Sufficient data shall be given, acceptable to the City Engineer, to clearly establish the location, bearing and length of every street line, lot line and other line pertinent to the subdivision. Radii, arcs and central angles of all curves shall be given. Dimensions relating to streets or other public places shall be given in feet and decimals; other dimensions may be in either feet and decimals or feet and inches.

D. Location references; numbering of lots. All location references shall be tied to reference points established by the City Engineer or other public authority. Permanent reference monuments shall be clearly noted on the plat and properly set on the land, as directed by the City Engineer. When reference is made to the state system of plane coordinates, it shall also conform to the requirements of the State Department of Transportation. All lots shall be numbered and their corners and angle points permanently marked in a manner satisfactory to the Planning and Development Board.

E. Deeds of conveyance; reservation agreements. For all spaces dedicated to public use, deeds of conveyance shall be included; for spaces reserved, copies of proposed agreements shall be submitted showing the manner in which such areas are intended to be owned and maintained and provision made therefor. These documents shall have the certified approval of the City Attorney for the Planning and Development Board's records.

F. Numbering blocks, lots and streets; street names. Block, lot and street numbering shall follow the prevailing City practice. No street names shall be proposed which may duplicate or be confused with the names of existing streets, and all shall be subject to approval by the Planning and Development Board.

§290-13. Conditions prerequisite to approval.

A. Completion of improvements; bond. The subdivider shall complete, in accordance with the Planning and Development Board's requirements and to the satisfaction of the City Engineer and of any other official or body authorized by law to act, all the street and sanitary improvements specified in § 33 of the General City Law and not specifically waived by the Planning and Development Board or by the Board of Public Works or, alternatively, shall file with the proper official or body a performance bond, complying with the requirements of § 33 of the General City Law and satisfactory to the City Attorney, for the completion of such improvements as are not constructed and approved by the City Engineer, or other official or body authorized by law to act, prior to the approval of the plat.

B. Approval of sanitary provisions. A prerequisite of final approval shall be the approval of all sanitary provisions by the state and/or county department having jurisdiction over the same.

C. Certificates. The Planning and Development Board shall require a certificate from the City Engineer or other duly designated official as to the satisfactory completion of improvements ordered and from the City Attorney as to the adequacy of any proffered bond and offers of conveyance.

D. Offers of conveyance. The subdivider shall tender offers of conveyance, in a form approved as above, of all land included in trafficways or public spaces not specifically reserved by him/her; but approval of the plat by the Planning and Development Board shall not constitute acceptance by the City of the dedication of any street or other trafficway or of any public open space.

§290-14. Certification and filing.

After the completion of the details prescribed herein to the satisfaction and approval of the Planning and Development Board, the Chairperson and Secretary of the Planning and Development Board shall certify such approval, together with the date of the same, upon the final plat; and within 90 days thereafter, the subdivider shall file the plat with the County Clerk; otherwise such approval shall expire, as provided in § 32 of the General City Law.

§290-15. 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:

[Amended 1-29-2003 by Ord. No. 2003-2]

(1) For one- and two-family lots: \$100; \$150 for all others.

(2) Subdivision size:

<u>Subdivision Size</u> (No. of lots)	<u>Fee</u>
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 Department of Planning and 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.