

TOWN OF GROTON NY SUBDIVISION PROCESS

App Deadline _____ Meeting Date; _____

Why do I need subdivision approval???

The Town Board of the Town of Groton, pursuant to provisions of Article 16 of the New York State Town Law, authorized and empowered the Planning Board to approve plats showing lots, blocks, or sites, with or without streets or highways and approve the development of entirely or partially undeveloped plats already filed in the Office of the Tompkins County Clerk. The Planning Board is also authorized to amend the lot frontage requirements in a proposed subdivision only for the purpose of reducing the frontage of lots located along the turn-around area of a cul-de-sac, for permitting flag lots, or for lots located in a Cluster Development.

Where do I start?

Option A) Submit a sketch or survey (with information outlined in code section 221.2 or 231.2) along with the application to the Town Clerk's office for classification purposes by the Code Official. Once classified, you will be notified to pay the fee and the application will be forwarded to the Planning Board adding the application to the next available meeting agenda.*The Code Official is available to assist you with applications. Please call to schedule an appointment. 607-898-4428.*

Option B) If the subdivision is already classified, then submit the application packet & fee to the Town Clerk's Office **at least 10 days prior** to the Planning Board meeting to get on the agenda for that month. If the Planning Board determines at the initial meeting that a Public Hearing is needed, an additional meeting will be scheduled. Town Law requires notices to be mailed to the neighbors and open meetings law requires this to be advertised in the newspaper. The applicant will be billed for advertising costs. *Checks payable to the Groton Town Clerk.*

Application Packet to Include: Signed Application Form, Survey identifying changes (at least 3 copies- see Code sections 221.2, 231.2), Agricultural Data Statement & Environmental Assessment Form- SEQR , fee.

Attend the Meeting: Held on the 3rd Thursday of each month. The applicant or their representative must attend.

AFTER the meeting- File Promptly in two places

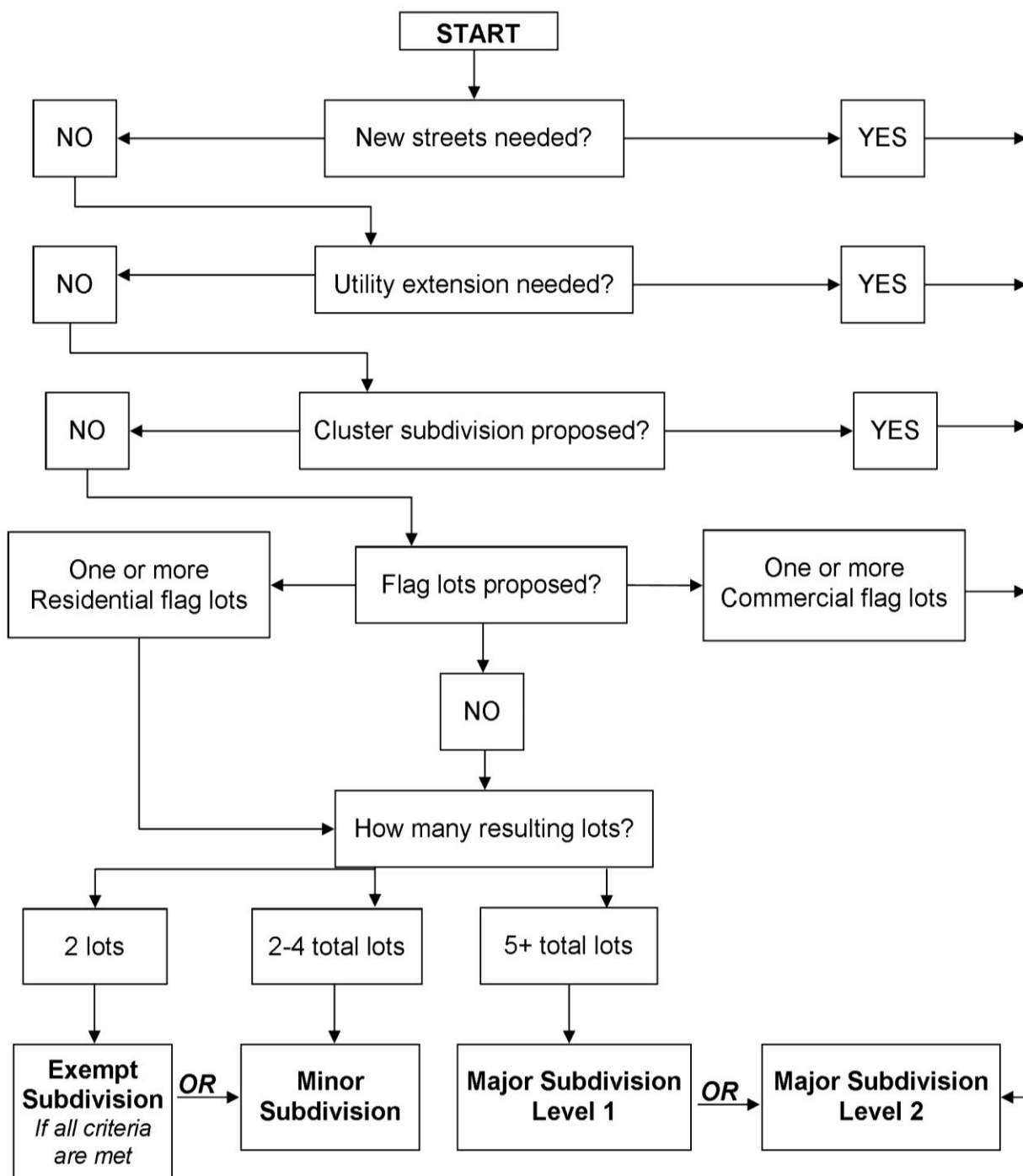
An approval stamp signed by the Planning Board Chair (which may outline contingencies given on a conditional approval) will be applied to all surveys provided and will be available the following Tuesday. One map will be retained. *Bring or pick up maps from the Town Clerk's Office located at 101 Conger Boulevard, Groton, NY. Phone: (607) 898-5035*

1) Apply for an assessment map change with the Tompkins County Assessment Department located at 128 East Buffalo St. Ithaca, Phone: (607) 274-5517. Bring a map with the approval stamp, the fee will depend on the number of lots starting at \$25.00.

2) File the map with the two approval stamps at the Tompkins County Clerk's office, located at 320 North Tioga Street, Ithaca, NY Phone: (607) 274-5431. Please call them for fee information. Maps with the Planning Board approval must be recorded with the Tompkins County Clerk within sixty-two (62) days **or** within one hundred eighty days (180) if there is a condition. If you fail to do this, or if you fail to follow a contingency placed by the Planning Board, the approval will become null and void. If you will be combining land with an existing lot to create a conforming lot, all land **must be in the same name** in order to combine.

Complete Subdivision Laws and Code Book available at Town Clerk's Office or online at townofgrotonny.org or towngrotonny.gov under documents.

Figure 2-A. Subdivision Classification Procedure.



MINOR SUBDIVISION - TOWN OF GROTON

FOR OFFICE USE ONLY

Date Paid _____

Receipt # _____

Completed Application

Date _____

[] **Sketch Classification**— No fee (an application will need to be submitted prior to 6 months after classification)

[] **Application** - subdivision resulting in 2 - 4 total lots (see Code)

(If all sections of 219.2-comply, then an exempt subdivision may be used)

Number of proposed lots _____ Fee: 2 lots = \$70 3 lots = \$90 4 lots= \$110.00

Applicant's Name _____ Phone _____

Address _____

Landowner's Name (if different from above) _____

Landowner's Address _____

Phone _____ Landowner's Signature _____

Location - Address or nearest road _____

Tax Map Number(s) _____

Zoning District - Check One [] RA [] L [] M1 [] M2 [] H [] I1 [] I2

Easements or other restrictions on property: _____

Will the subdivision create a non-conforming lot? [] No [] Yes –

If yes, will lot be joined with a conforming lot? [] No [] Yes – explain how: _____

Are there any Previous Subdivisions within the last 3 years concerning parcels to be divided? [] No [] Yes

.....
The undersigned hereby requests approval by the Planning Board of the above identified subdivision plat.

Signature of Applicant _____ Date _____

Return form, fee if applicable, and survey or to-scale maps to Groton Town Clerk's Office, PO Box 36, 101 Conger Blvd Groton, NY, 13073

SKETCH CLASSIFICATION & REVIEW BY BUILDING/CODE OFFICE DATE _____

Road Frontage regulations met [] Yes [] No Existing Building Setbacks conform [] Yes [] No

Well & Septic Systems provisions documented, or Dept of Health permit/letter provided [] Yes [] No

Proposed flag lot(s) meet: minimum lot areas / flagpole widths? [] Yes [] No

Pole meets NYICC regs [] Yes [] No

Application will need to be referred to Tompkins County Planning for GML 239 Review: [] Yes [] No

Subdivision is a [] Minor 2-4 [] Major Level 1 [] Major Level 2

Action taken [] Refer to Planning Board & notify applicant to pay fee.

[] Referred to applicant with suggested revisions below



Town of Groton

Agriculture Data District- 1

A mailed notification regarding projects such as Subdivisions, Site Plan review, a Use Variance or Special Permits located within a New York State Ag and Market District, shall be sent to Farms or Farming Operations with 500ft of the site.

Please fill out the following information for the reviewing board as well as for the clerk to comply with Town Law section 305-a.

Applicant

Owner if Different from Applicant

Name : _____	Name : _____
Address: _____	Address: _____
_____	_____

Application Type : ☐ Special Use Permit ☐ Site Plan Approval ☐ Use Variance
☐ Subdivision Approval

Description of the Project: _____

Project Location: _____ Tax Parcel #: _____

Is Project Parcel Actively Farmed ? ☐ Yes ☐ No

List all farm operations within 500ft of your parcel. Attach sheets if necessary

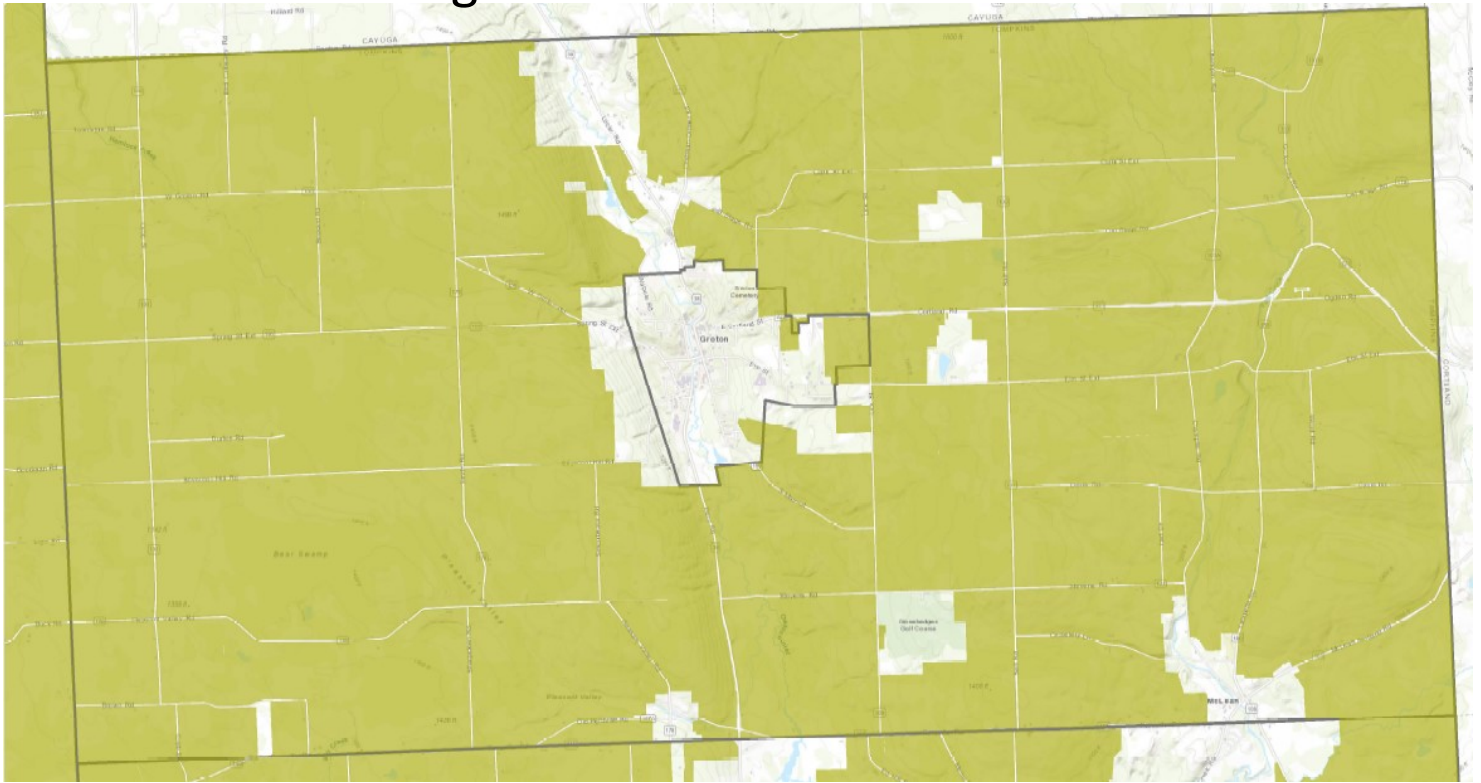
Name : _____	Name : _____
Address: _____	Address: _____
Actively Farmed ☐ Yes ☐ No	Actively Farmed ☐ Yes ☐ No
Name : _____	Name : _____
Address: _____	Address: _____
Actively Farmed ☐ Yes ☐ No	Actively Farmed ☐ Yes ☐ No
Name : _____	Name : _____
Address: _____	Address: _____
Actively Farmed ☐ Yes ☐ No	Actively Farmed ☐ Yes ☐ No

Reviewed By: _____

Municipal Official

Signature of Applicant/ Owner (if not the Applicant)

Town of Groton Agriculture District—1



Legend

- Agricultural District 1 (2020)
- Agricultural District 2 (2016)
- Municipal Boundaries

Agriculture & Markets Law Section 308

Right to farm

a. The commissioner shall, in consultation with the state advisory council on agriculture, issue opinions upon request from any person as to whether particular agricultural practices are sound.

b. Sound agricultural practices refer to those practices necessary for the on-farm production, preparation and marketing of agricultural commodities. Examples of activities which entail practices the commissioner may consider include, but are not limited to, operation of farm equipment; proper use of agricultural chemicals and other crop protection methods; direct sale to consumers of agricultural commodities or foods containing agricultural commodities produced on-farm; agricultural tourism; “timber operation,” as defined in subdivision fourteen of [§ 301 \(Definitions\)](#) and construction and use of farm structures. The commissioner shall consult appropriate state agencies and any guidelines recommended by the advisory council on agriculture. The commissioner may consult as appropriate, the New York state college of agriculture and life sciences and the U.S.D.A. natural resources conservation service, and provide such information, after the issuance of a formal opinion, to the municipality in which the agricultural practice being evaluated is located. The commissioner shall also consider whether the agricultural practices are conducted by a farm owner or operator as part of his or her participation in the AEM program as set forth in [article 11-A \(Agricultural Environmental Management\)](#). Such practices shall be evaluated on a case-by-case basis.

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:				
5. 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 ☐ ☐	

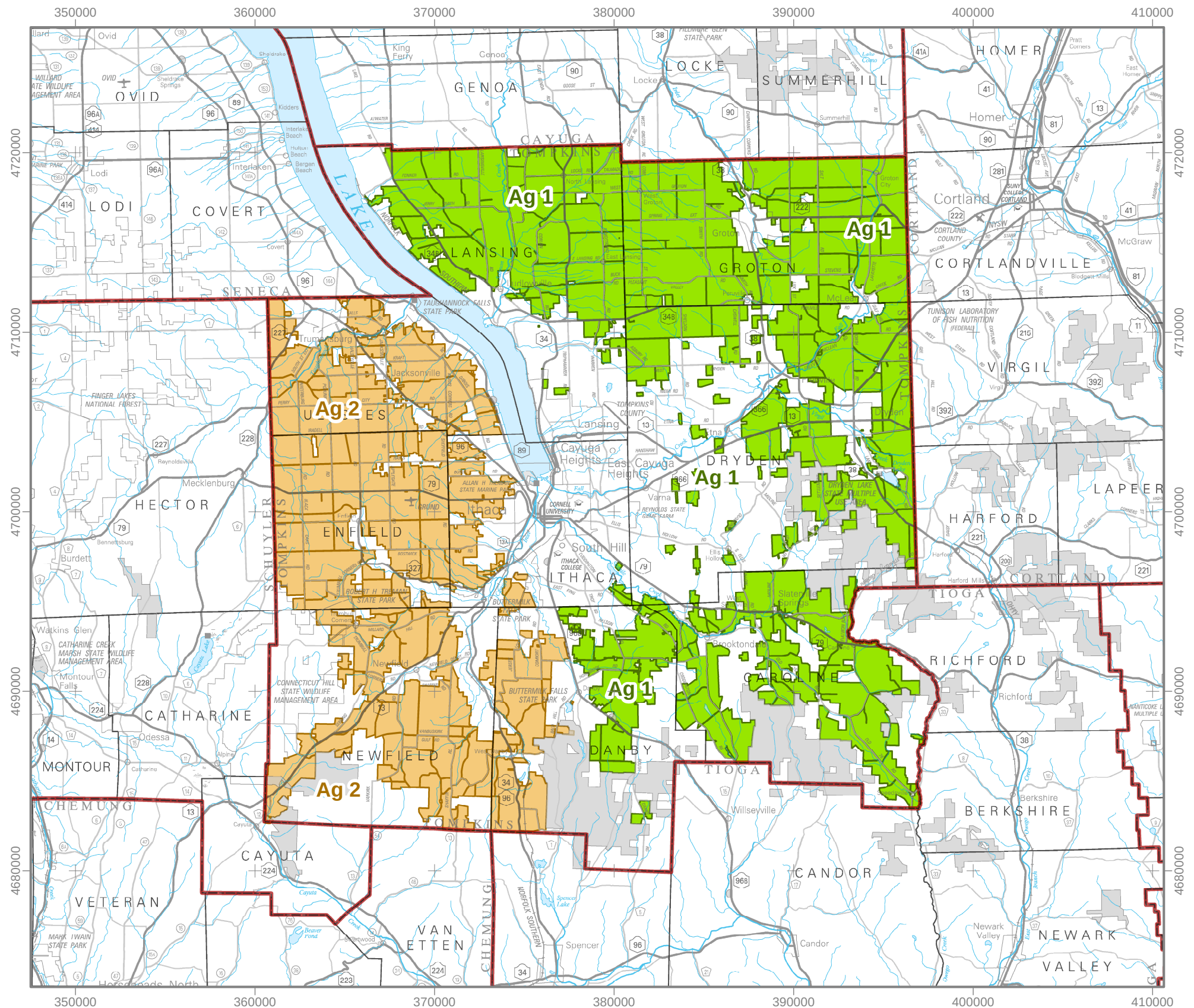
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest Agricultural/grasslands Early mid-successional Wetland ☐ Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated 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 ☐

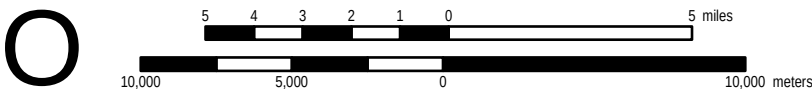
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO ☐	YES ☐

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: _____		



MAP PROJECTION
UTM Zone 18, NAD83 meters



Tompkins County

Ag. District 1

Ag. District 2

DISTRICT CERTIFICATIONS and TOWNS	
DISTRICT 1 CERTIFIED 8/5/2020	DISTRICT 2 CERTIFIED 3/28/2017
Caroline Danby Dryden	Danby Enfield Ithaca
Groton Ithaca Lansing	Newfield Ulysses

MAP SOURCE INFORMATION

Map created at Cornell IRIS (Institute for Resource Information Sciences) <<http://iris.cals.cornell.edu>> for the NYS Department of Agriculture and Markets <<https://www.agriculture.ny.gov>>

Agricultural Districts boundary data is available at CUGIR (Cornell University Geospatial Information Repository) website: <<http://cugir.library.cornell.edu>>

Base Map: state250_bw.tif 1998
Scale: 1:250,000; County boundaries imported from the file nyshore.e00 from the NYSGIS Clearinghouse website: <<http://gis.ny.gov>>

Base map contains data copyrighted by the NYS ITS GIS Program.

DISCLAIMER
This is a general reference to Agricultural District boundaries; not a legal substitute for actual tax parcel information.

Boundaries as certified prior to January 2021

Open Enrollment Annual Inclusions added after the certification date are not included in this data. Check with county agencies to confirm the status of individual parcels.