

PLEASE READ and
KEEP FOR YOUR REFERENCE

Application

Applications and fees must be submitted to the Town Clerk's Office **at least 10 days before** the Planning Board meeting in order to get on the agenda for that month. Planning Board meetings are held the 3rd Thursday of each month. The applicant or their representative must attend this meeting. If the Planning Board determines that a Public Hearing is needed the applicant will be billed for advertising costs.

Environmental Assessment Form

Answer all questions for part (1) one only.

Agricultural Data Statement

Fill out the form with your name and location of property and the owners of any farm land that is within 500 feet of the boundary lines of your property. You do not need to provide additional maps, drawings or explanations of proposed actions since this is already included in your application.

YOUR Responsibilities - Filing Your Subdivision

Once you receive final approval of your subdivision, you are required to do certain things to assure that the subdivision is properly filed with Tompkins County.

- 1) Bring the survey maps of your subdivision plat to the Groton Town Clerk's Office so that the stamp of approval from the Planning Board can be attached. One map must be provided to the Town to be placed in your subdivision file. The Town Clerk's Office is located at 101 Conger Boulevard, Groton, Phone: (607) 898-5035

- 2) Next: to assure accurate changes are made to the assessment maps, the survey map needs to be taken to the Tompkins County Assessment Department located at 128 East Buffalo St. Ithaca, Phone: (607) 274-5517, with their application for subdivision to receive a stamp from their office.

- 2) Finally, the map (with two stamps) needs to be filed with the County Clerk, located at 320 North Tioga Street, Ithaca, NY Phone: (607) 274-5431.

Prompt Filing: You must have your map filed and recorded with the Tompkins County Clerk within sixty-two (62) days of the date upon which the Planning Board approves the plat. If you fail to do this, the approval will become null and void.

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

FOR OFFICE USE ONLY
 Date Paid _____
 Receipt # _____
 Completed Application
 Date _____

APPLICATION FOR SUBDIVISION - TOWN OF GROTON

Type of Subdivision - Check One:

Minor Subdivision - subdivision resulting in 3 - 4 total lots (see Code)

(Note: 2-lot subdivision requires review and approval by Code Official)

Number of proposed lots _____ Fee: \$30 +\$20 per lot Total Fee: \$ _____

Major Subdivision Level 1 - resulting in 5 or more total lots with no streets or public facilities (see Code)

Number of proposed lots _____ Fee: \$50 +\$20 per lot Total Fee: \$ _____

Does Subdivision include Flag Lot(s)? No Yes - Number of Flag Lots _____

Applicant's Name _____ Phone _____

Address _____

Landowner's Name (if different from above) _____

Landowner's Address _____

Phone _____ Landowner's Signature _____

Property Description: Tax Map Number(s) _____

Total number of acres affected _____ Zoning District - Check One RA L M1 M2 H I1 I2

Location - Address or nearest road _____

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 _____



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

Signature of Applicant _____ Date _____

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

TO BE COMPLETED BY PLANNING BOARD CHAIR

Type of SEQR review Unlisted - use Short Form Type 1 - use Long Form

Determination of Environmental Significance Negative Conditional Negative Positive

(Note: Positive and Conditional Negative will require further review.)

If subdivision includes flag lot(s) are minimum lot areas and flagpole widths met? Yes No

For subdivisions with 5 or more lots, was application referred to Tompkins County Planning? Yes No

If yes, was response received or has 30 days elapsed without a response? Yes No

If yes, were official recommended modifications made by County Planning? Yes No

If yes, the Board has incorporated modifications, or chosen to act contrary to recommendations.

(Note: Acting contrary requires a vote of the majority of all members of board plus one for approval and detailed resolution stating why Board is acting contrary to County Planning's recommendations.)

Public Hearing Scheduled? Yes No Date _____

Action taken on Application: Approved Conditionally Approved Denied

Signature of Chair _____ Date _____

Town of Groton Agricultural Data Statement

Name and Address of applicant: _____

Location of proposed action: _____

Name, address, telephone number (if known) and type of farm of owner (s) of land within the agricultural district which land contains farm operations (s) and upon which the project is proposed or which is located within 500 feet of the boundary of the property upon which the project is proposed:

Name: _____ Phone: _____

Address: _____

Type of farm: _____

Name: _____ Phone: _____

Address: _____

Type of farm: _____

Name: _____ Phone: _____

Address: _____

Type of farm: _____

Name: _____ Phone: _____

Address: _____

Type of farm: _____

Comment by presiding Board:

