

# TOWN OF GROTON NY

## EXEMPT OR LOT LINE ADJUSTMENT SUBDIVISION PROCESS

Completed applications must be submitted to the Town Clerk's Office for the Code Official to review. If a flag lot will be created -STOP- as a minor subdivision application will be needed. Once the completed application and fee is submitted, please allow two weeks for the review. \* The Code Official is available to assist you with applications. Please call to schedule an appointment. 607-898-4428.\*

### Application Packet- (To include and all must be Complete)

- Application Form
- Survey of requesting map changes or lots (at least 3 copies)
- Agricultural Data Statement ( not needed for Lot Line Adjustments)
- Environmental Assessment Form- SEQR ( not needed for Lot Line Adjustments)

App Deadline_____
Meeting Date;_____

### Filing Your Subdivision

Prompt Filing: You must have your approved map filed and recorded with the Tompkins County Clerk within sixty-two (62) days of the date upon which the application is approved. If you will be combining land to an existing lot to create a conforming lot, all land ***must be in the same name*** in order to combine. Failure to comply with a contingency or to file promptly will void the approval.

1) Upon approval all provided stamps will be signed by the Code Official. One map will be retained by the town and placed in your subdivision file. Bring or pick up the maps from the Town Clerk's Office located at 101 Conger Boulevard, Groton, NY. Phone: (607) 898-5035

2) You will need to take the map with the Town's approval stamp to the Tompkins County Assessment Department located at 128 East Buffalo St. Ithaca, Phone: (607) 274-5517, for their approval to divide the assessment maps. The fee will depend on the number of lots starting at \$25.00.

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. Please call them for fee information.

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

## 219. Exempt Subdivision

219.1 The intent of an Exempt Subdivision is to allow, under certain circumstances, for simple divisions of a parcel into two lots to be approved by the Town of Groton Code Enforcement Officer without the necessity of appearing before the Town of Groton Planning Board.

219.2 To be considered exempt, a 2-lot Subdivision shall strictly meet all of the following criteria:

- a. Each of the resulting two lots shall conform to all regulations for Lot Area and Frontage requirements set forth in Section 342, or any other section, of this Code.
- b. The Exempt Subdivision shall not cause any existing building or structure to be in violation of the Minimum Yard Depth or Maximum Lot Coverage regulations set forth in Section 342, or any other section, of this Code. If any building, or structure is nonconforming prior to the adjustment, the proposed adjustment must not increase the degree of nonconformity.
- c. None of the land shall contain any New York State designated or Federally designated wetland.
- d. The original parcel of land shall not have been part of an Exempt, Minor or Major Subdivision within the past three years.
- e. There have been no variances granted to the original parcel of land.
- f. The action shall not trigger a Type I State Environmental Quality Review.

219.3 An application shall be submitted at the Groton Town Clerk's Office along with the following:

- a. A sketch plan, drawn to scale and showing the current parcel and the proposed Subdivision with all lot lines, distances, and acreage of each of the two proposed lots. The sketch plan shall also show any existing buildings or structures, wells, septic systems, and driveways together with all current and proposed distances from current lot lines and proposed lot lines. Alternatively, a signed and certified survey map of the proposed Subdivision may be submitted.
- b. Part 1 of the Short-Form Environmental Assessment Form.
- c. Any other additional information that the Code Enforcement Officer may deem as necessary.
- d. A fee established by the Groton Town Board.

219.4 Within 15 days of the date that a complete application, together with the fee, has been filed with the Town Clerk, the Code Enforcement Officer shall complete his review of the application and grant either approval, conditional approval, or deny the Exempt Subdivision.

219.5 If the applicant has submitted a signed and certified survey map with the application, the Code Enforcement Officer may approve the Exempt Subdivision and affix a stamp of approval.

If the applicant does not have a survey map, the Code Enforcement Officer may grant Conditional Approval contingent upon submission of a signed and certified survey map. The new survey map shall be submitted for a stamp of approval within 180 days after the grant of Conditional Approval.

The applicant shall supply at least 3 official survey maps to be stamped by the Code Enforcement Officer: one for the file, one for the Tompkins County Department of Assessment and one for the Tompkins County Clerk. The applicant may provide as many additional copies as they wish to be stamped for their own use.

Within 62 days of the Code Enforcement Officer's stamp of approval, the survey map must be filed with the Tompkins County Department of Assessment and the Tompkins County Clerk. Failure to meet either of these deadlines shall constitute expiration of approval.

219.6 The Code Enforcement Officer shall deny the application for an Exempt Subdivision and refer it to the Planning Board for further review and a final determination under Minor Subdivision Review in Section 220 of this Code if for any reason the Code Enforcement Officer believes that the proposed action

- a. does not meet all of the above requirements of an Exempt Subdivision, or
- b. involves special circumstances, such as the intent of a prior subdivision; unique topography; the effects on adjacent lots, agriculture or the environment; or any other concern, or
- c. is a Type I Action upon completion of the Short-Form Environmental Assessment Form.

219.7 The Code Enforcement Officer's determination in regard to this Section shall not be subject to an appeal to the Town of Groton Zoning Board of Appeals. Instead, applicants not in agreement with the decision of the Code Enforcement Officer under this Section shall have the right to apply directly to the Town Planning Board for a Minor Subdivision under Section 220 of this Code



## TOWN OF GROTON

### APPLICATION FOR EXEMPT SUBDIVISION

PO Box 36, 101 Conger Boulevard, Groton, NY 13073  
Code Official - 607-898-4428 Town Clerk - 607-898-5035

#### OFFICE USE ONLY

Date Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Completed Application \_\_\_\_\_

Date \_\_\_\_\_

This application; a sketch plan, drawn to scale, or survey map showing the proposed parcels; Part 1 of the Short Environmental Assessment Form; and a fee of \$50 should be submitted at the Town Clerk's Office. Refer to Town of Groton Land Use & Development Code, Section 218 for more detailed information.

#### Part I - For Applicant to Fill Out

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Landowner's Name (if different) \_\_\_\_\_ Phone \_\_\_\_\_

Landowner's Address \_\_\_\_\_

Email \_\_\_\_\_ Landowner's Signature \_\_\_\_\_

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

Location - Address or nearest road \_\_\_\_\_ Tax Map # \_\_\_\_\_

Easements or other restrictions on property: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

#### Part II - Code Official's Review

Check Criteria Met: ☐ Both lots will conform to area and dimension regulations

☐ No buildings will be in violation of minimum yard depth or maximum lot coverage regulations

☐ No pre-existing nonconformity has been increased

☐ None of the land contains NYS or Federal wetlands

☐ No variances have been granted to the original parcel

☐ There original parcel has not been part of a subdivision within the past 3 years

Have **ALL** of the above criteria been met? ☐ Yes - continue with review ☐ No - Deny & refer to Planning Board

Complete Short Form SEQR Review - Determination of Environmental Significance:

☐ Negative - continue with review ☐ Positive or ☐ this is a Type I Action - Deny & refer to Planning Board

Are there any special circumstances that are of concern? ☐ No ☐ Yes - Deny & Refer to Planning Board  
If special circumstances exist describe here:

☐ **APPROVED** ☐ **CONDITIONALLY APPROVED** ☐ **DENIED\***

\_\_\_\_\_  
W. Rick Fritz, Code Official

\*The Code Enforcement Officer's determination under this Section shall not be subject to an appeal to the Town of Groton Zoning Board of Appeals. Instead, applicants denied an Administrative Lot Line Adjustments by the Code Enforcement Officer shall have the right to apply directly to the Town Planning Board for review and a determination by said Board.



# 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 <input type="checkbox"/> Yes <input type="checkbox"/> No	Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No
Name : _____	Name : _____
Address: _____	Address: _____
Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No	Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No
Name : _____	Name : _____
Address: _____	Address: _____
Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No	Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No

Reviewed By: \_\_\_\_\_

Municipal Official

\_\_\_\_\_  
Signature of Applicant/ Owner (if not the Applicant)

# ***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.

<b>Part 1 - Project and Sponsor Information</b>					
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?				<b>NO</b>	<b>YES</b>
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 governmental Agency?				<b>NO</b>	<b>YES</b>
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, adjoining and near the proposed action.					
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)					
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____					
<input type="checkbox"/> Parkland					

5. Is the proposed action, a. A permitted use under the zoning regulations?  b. Consistent with the adopted comprehensive plan?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	<b>NO</b>	<b>YES</b>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?  b. Are public transportation service(s) available at or near the site of the proposed action?  c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<b>NO</b>	<b>YES</b>	
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: _____ _____	<b>NO</b>	<b>YES</b>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____ _____	<b>NO</b>	<b>YES</b>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____ _____	<b>NO</b>	<b>YES</b>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	<b>NO</b>	<b>YES</b>	
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: _____ _____ _____	<b>NO</b>	<b>YES</b>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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?	<b>NO</b>	<b>YES</b>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	<b>NO</b>	<b>YES</b>	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	<b>NO</b>  	<b>YES</b>  
19. 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: _____ _____ _____	<b>NO</b>  	<b>YES</b>  
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: _____ _____ _____	<b>NO</b>  	<b>YES</b>  
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor name: _____ Date: _____ Signature: _____		