

## **SUBDIVISION APPLICATION REQUIREMENTS**

for the

TOWN of IRA

2487 West Main Street, Cato, NY 13033

**REQUIRED: \$100.00 NON-REFUNDABLE APPLICATION FEE** made payable to the **TOWN of IRA**. There will be a per lot fee of **\$25.00** payable at the time of final approval. If property has been subdivided and recorded at the County Clerk's Office prior to receiving Town of Ira Planning Board approval, the fee **SHALL BE THREE (3) TIMES THE ORIGINAL FEE OF \$100.00**.

A. Name of recorded owner/subdivider

B. Survey Map – please include the following:

1. Name and address of registered surveyor
2. Map showing subdivision tract boundaries with bearings and distances
3. Drawing of proposed subdivision, if a proposal
4. Current survey map showing new subdivision(s) shall be required for final approval
  - a. CAYUGA COUNTY CLERK REQUIRES:
    1. One (1) Mylar or cloth copy of survey
    2. Two (2) paper copies of survey (these copies are to be approved and signed/stamped by the Town of Ira Planning Board Chair.)
  - b. TOWN of IRA REQUIRES:
    1. One (1) paper copy of survey for the Planning Board files.

**NOTE:** An approved plat/survey must be filed in the Cayuga County Clerk's office within sixty (60) days of the final endorsement by the Chair of the Planning Board. If it is not filed, such approval by the Town of Ira Planning Board **shall have expired**.

C. Statement about the proposed use of the subdivided parcels.

D. Certificate of approval from the Town of Ira Planning Board for filing with plat/survey map at the Cayuga County Clerk's Office.

E. Please fill out the enclosed application, SEQRA Part I and the Agricultural Data Statement Part I and return them either in person or by mail to the Town Clerk's Office in the Town Municipal Building at the above address. **Please mark to the Attention of the Planning Board.**

### **10 Day Filing Notice:**

Any application requiring action or review by the Town of Ira Planning Board, **MUST BE** received by the Planning Board Chair or Clerk with all related documents **NO LESS THAN 10 DAYS** prior to a regularly scheduled Town of Ira Planning Board meeting in order to be placed on the agenda for that meeting.

NOTE: The Planning Board meets the 3<sup>rd</sup> Thursday of each month at 7:00pm at the Town of Ira Municipal Building, 2487 West Main Street, Cato, NY 13033.