



AREA VARIANCE APPLICATION CHECKLIST

PLANNING AND ZONING DEPARTMENT

10 Elm St, Trumansburg NY 14886 • 607-387-5767 • permits@townofulyssesny.gov

INSTRUCTIONS: Submit the following items listed in the checklist below as applicable. Electronic submittal via email is preferred. Hard copies may be submitted by mail or in person; however, digital files of all hard copies will be required to be submitted.

Board of Zoning Appeals meetings are scheduled for the 3rd Wednesday of the month. Materials need to be submitted to the Planning and Zoning Department one month in advance.

<p>1) 2026 Fees Payable by cash, check, or credit card: https://ulyssesny.govtportal.com/ enter VAR and address in license number field. A 3.5% card processing fee applies.</p>	<p>Residential 1-2 Dwelling Units: \$210 Residential Mult-Unit (3+): \$260 Non-Residential: \$340 Special Studies as required (e.g. wetland, Geotech, etc.): \$260 per study All additional amounts owed for public notices, engineering, and/or legal shall be billed to the applicant and paid to the Town of Ulysses.</p>
<p>2) Permit Application Sheet</p>	<p>The application must be filled out completely and signed by the owner, applicant, or primary contact.</p>
<p>3) Owner Approval</p>	<p>If the applicant is not the owner of the land under consideration, written approval from the owner to submit the application is required.</p>
<p>4) Survey Map</p>	<p>Must be drawn in accordance with the Survey Map Checklist.</p>
<p>5) Title Report or Proof of Ownership</p>	<p>Submit a title report current to within 30 days of application date or a copy of the DEED.</p>
<p>6) Short Environmental Assessment Form (SEAF)</p>	<p>Not all area variances require SEQR review. Confirm with staff if SEQR will be required. If required; complete, sign, and date Part 1 of the SEAF along with supporting documentation.</p>
<p>7) Agriculture Data Statement</p>	<p>Complete and sign the agricultural data statement if the subject property contains a farm operation or is within 500 feet of a farm operation within a County designated agricultural district.</p>
<p>8) Narrative Statement and Site Photographs of the Proposed Project Site</p>	<p>Complete the area variance narrative statement and provide site and/or aerial photographs of the subject site.</p>
<p>9) Site Visit Authorization</p>	<p>Sign and date the Board/Commission Member Site Visit form.</p>
<p>10) Plan Set</p>	<p>Provide a copy of scaled floor plans, scaled elevations, and perspectives or other drawings.</p>
<p>11) Denial Letter</p>	<p>If the proposal is not related to an active or proposed subdivision, special use permit, or site plan review by the Planning Board, provide a copy of the denial letter or similar by the Zoning Code Officer.</p>

If this checklist or any of the items above are not included with your application submittal, your application may be deemed “incomplete” and returned to you.



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INSTRUCTIONS: Complete form, sign, and date. See applicable application packet for all required checklist items.

<i>OFFICE USE ONLY: PERMIT #:</i>		<i>FEE:</i>		<i>CHECK #:</i>	
CONTACT INFORMATION					
APPLICANT					
ADDRESS					
CITY		STATE		ZIP	
PHONE		EMAIL			
OWNER					
ADDRESS					
CITY		STATE		ZIP	
PHONE		EMAIL			
PRIMARY CONTACT: <input type="checkbox"/> APPLICANT <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER, PLEASE SPECIFY BELOW					
NAME					
PHONE		EMAIL			
PROJECT SITE INFORMATION					
ADDRESS					
PARCEL NO(S)					
PROJECT INFORMATION					
PROJECT NAME					
PROJECT DESCRIPTION					
VALUATION					
Authorization: I am the owner or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of New York that the information on this application and all information submitted herewith is true, complete, and correct.					
SIGNATURE				DATE	
PRINT NAME					
CITY, STATE					



SURVEY MAP CHECKLIST

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The survey map and completed survey map checklist (this sheet) is required as part of an area variance or appeal permit application.

The Survey Map should include the following information as applicable:

- The entire parcel must be delineated on one sheet, additional detail sheets may be provided.
- Title Block with language stating the property address and/or parcel number, owner's last name, map date and date(s) of revision(s).
- Surveyor's Seal/Stamp with date.
- Existing lot lines must be delineated and called out.
- Lot numbers, block numbers.
- Location of all existing and proposed structures, setbacks from property lines, and encroachments.
- North arrow, scale, scale bar.
- Lot area and lot coverage calculation. If any lot is a flag lot, the area of the 'pole' and the area of the 'flag' must be calculated separately.
- Location, names, and dimensions of all right-of-way.
- Location, dimensions, and purpose of all easements, noting if the easements are private or public.
- All existing and proposed on-site sanitation and water supply facilities (if any).
- All tracts for water quality and detention facilities.
- All existing and proposed utilities.
- All streams, wetlands, and topography on and/or adjacent to the site should be identified, delineated, and referenced with the recording number of the covenant if applicable.
- All other existing restrictions on the use of land including covenants, land trusts, etc.



AGRICULTURAL DATA STATEMENT

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Certain lands in the Town of Ulysses lie in an area that has been designated as an Agricultural District. Section 283-a of the New York State Town Law requires any application for a Special Permit, Site Plan, Use Variance or Subdivision on property within such a District containing a farm operation or on property with boundaries within five hundred (500) feet of a farm operation located in such a District to include an Agricultural Data Statement.

“Farming operations” are defined by Section 301, Article 25AA of the New York State Agriculture and Markets Law as “... the land used in agricultural production, farm buildings, equipment and farm residential buildings.”

A. Name of Applicant: _____

B. Address: _____

C. Description of Project:

D. Location of Proposed Project (tax map number): _____

E. Names and address of owners of land within the Agricultural District containing Farm Operations and located within five hundred (500) feet of the project property.

Name	Address	Tax Map #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

F. Attach a tax map showing the site of the proposed project relative to the location of the Farm Operations identified above.



AREA VARIANCE NARRATIVE

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Address each of the following items below to the fullest extent feasible, attach extra sheets if needed.

1. Describe how the proposal will not create an undesirable change in the character of the neighborhood or create a detriment to nearby properties if the area variance(s) were to be granted.

2. Describe how the proposal cannot be achieved by a feasible alternate method other than the area variance(s).

3. Describe how the requested area variance(s) is/are not substantial.

4. Describe how the proposed variance(s) will not have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district.

5. Describe how the difficulty for the proposal to comply with code regulation(s) is not self-created.

6. Describe how the granting of the area variance(s) will not create a detriment to the health, safety, and welfare of the neighborhood or community.



BOARD/COMMISSION MEMBER SITE VISIT PLANNING AND ZONING DEPARTMENT

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As part of their responsibilities for reviewing your application, members of Boards and Commissions may need to conduct site visits of the subject property to enable them to observe the property and the context of the neighborhood and adjacent properties. Some applications involve a project that is not wholly visible from the public right-of-way and it may be necessary for members to access your property to observe portions of the exterior of the property not visible from the right-of-way.

By signing below, you are attesting that you understand this information and authorize members to enter onto the property, including side and rear yards, as necessary to conduct their site visit for your application.

Signature of Property Owner

Date

Please note, that if the property owner does not authorize the members to access your property, you may be required to provide additional information including photographic evidence of all areas of your property not visible from the right-of-way. Failure to permit property access to members or to provide additional information including adequate photographic evidence, may result in the denial of your application if there is insufficient evidence to establish that the standards have been met.