



# TOWN OF ULYSSES

## BUILDING, CODE, PLANNING & ZONING DEPARTMENT

April 28, 2026

B2603-04

Rick Gleason  
Gleason Contracting  
6132 Updyke Road  
Trumansburg, NY 14886

RE: Correction Letter for Building Addition Permit Application Submission, First Review  
6018 Podunk Road, Trumansburg, NY, Parcel: 503689-21.-1-12.5

Dear Rick Gleason,

A review of this project by the Building, Code, Planning and Zoning (BCPZ) Department indicates that the following revisions should be made and/or the following conditions must be met:

Please see the compiled list of document items required below to revise your plans accordingly, prior to resubmitting to Permit Services. Please respond to comments in the table's response column provided. Please note that these comments are compiled for the building permit plans for the building addition only and are comments from the BCPZ Department only. Please resubmit revised documents that address all comments from all plans reviewers for this permit.

**Electronic Resubmittal:** Please email PDFs of the following documents to [permits@townofulyssesny.gov](mailto:permits@townofulyssesny.gov):

- i. [Transmittal Sheet](#).
- ii. Plans: Revised Site Plan Map.
- iii. BZA Variance Approval for building addition in side yard setback.

For resubmitting hard copy plans, the permit counter is set up with a drop-box system. The lobby hours are Monday through Friday from 10:00am – 3:00pm.

Please contact me if any further clarification is needed on resubmission process. Please contact Mark Washburn, Building Official, if any further clarification is needed on any of the Building and Code Reviewer's comments, and/or Niels Tygesen, Planner, if any further clarification is needed on any of the Planning and Zoning Reviewer's comments.

Sincerely,

Lori Asperschlager, Town of Ulysses BCPZ DPW Administrative Assistant

Enclosures:

Permit Review and Response Table

NYS Association of Professional Land Surveyors, Inc. Letter Dated 10.14.2025

Site Plan Template Example

BZA Area Variance Application Packet

cc:

Mark Washburn, Building Official

Niels Tygesen, Planner





# TOWN OF ULYSSES

## PERMIT SERVICES

PERMIT REVIEW AND RESPONSE TABLE, PERMIT NUMBER: B2603-04

Please respond to 'Plans Reviewer's Comments' in the 'Designer's Response' cells provided.

| The comments below were generated from this project's Town of Ulysses Building and Code reviewers. |              |   |                     |
|--|--------------|---|---------------------|
| Correction/Redline Item Number   | Document     | Plans Reviewer's Comments   | Designer's Response |
| 1  | 'Survey Map' | <p>We are in receipt of site plan that is an illegal alteration of a survey done by Clarence W. Brashear Jr. dated 05.30.1985. Per the Consolidated Laws of New York Chapter 16.8.145.7209, it is a violation of State law to alter this survey unless it has been altered, notated, and stamped by a licensed professional, please see attached PDF of a letter from the NYS Association of Professional Land Surveyors, Inc. dated 10.14.2025.</p> <p>Please note, you do not need to submit a professional survey or site plan for this project; you may draw a site plan yourself in compliance with the Code of the Town of Ulysses (<a href="#">CTU 80.4.D.5.h</a>), please <a href="#">see this link for a template example</a>.</p> |                     |

| The comments below were generated from this project's Town of Ulysses Planning and Zoning reviewers. |                            |  |                     |
|--|----------------------------|--|---------------------|
| Correction/Redline Item Number   | Document                   | Plans Reviewer's Comments  | Designer's Response |
| 1  | BZA Area Variance Approval | <p>The <a href="#">subject site is zoned A/R: Agricultural/Rural</a>. Per <a href="#">CTU 212-29.G</a>, the minimum side yard setback for the A/R zone is 30 feet. In order for the construction permit to be approved as delineated for the building addition, an area variance from the BZA will be required; please <a href="#">see this link for the application packet checklist</a>.</p> |                     |



# NEW YORK STATE ASSOCIATION OF PROFESSIONAL LAND SURVEYORS, INC.™

LAND SURVEYORS BUILDING | 146 WASHINGTON AVENUE | ALBANY, NEW YORK 12210-2203 | TELEPHONE: (518) 432-4046 | FAX: (518) 432-4055  
EMAIL: INFO@NYSAPLS.ORG | WEBSITE: WWW.NYSAPLS.ORG

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Daniel E. Marvin, LS

October 14, 2025

RECEIVED

OCT 27 2025  
TOWN OF ULYSSES

Dear Town Clerk:

Enclosed, please find included with this letter, two posters describing the lawful submission of maps, surveys and plans with municipal offices such as yours. The posters provide references to New York State law and describe best practices to avoid the unlawful use and submission of certified documents for permitting purposes.

Adherence of these laws and practices together with the requirements of local building, planning, zoning and other review departments and boards are critical to the comprehensive and lawful submission for review and permitting by local agencies.

The New York State Association of Professional Land Surveyors (NYSAPLS) is providing this vital information as a public service. We ask that you consider posting these conspicuously in your office for the benefit of the public and your staff.

For additional copies of these posters please contact Heather Schultz at [heather@nysapls.org](mailto:heather@nysapls.org).

Thank you for your consideration,

Jeremy E. Thompson  
NYSAPLS President

**About New York State Association of Professional Land Surveyors (NYSAPLS)**

Founded in 1963 as a membership corporation, the New York State Association of Professional Land Surveyors (NYSAPLS) represents over 1,200 members throughout the State of New York and is recognized as the unified voice of the New York surveying profession. NYSAPLS is comprised of 19 regional affiliated organizations and is an affiliate of the National Society of Professional Surveyors.

AFFILIATE OF THE NATIONAL SOCIETY OF PROFESSIONAL LAND SURVEYORS

REGIONAL ASSOCIATIONS: ALLEGHENY PLATEAU ASSOCIATION OF PROFESSIONAL LAND SURVEYORS • BLACK RIVER VALLEY ASSOCIATION OF PROFESSIONAL LAND SURVEYORS • BROOKLYN LAND SURVEYORS ASSOCIATION • CATSKILL AREA ASSOCIATION OF LAND SURVEYORS • CENTRAL NEW YORK SOCIETY OF LAND SURVEYORS • CITY SURVEYORS ASSOCIATION OF GREATER NEW YORK • DELAWARE-HUDSON LAND SURVEYORS ASSOCIATION • EASTERN NEW YORK SOCIETY OF LAND SURVEYORS • GENESEE VALLEY LAND SURVEYORS ASSOCIATION • LONG ISLAND ASSOCIATION OF LAND SURVEYORS • MID-HUDSON VALLEY LAND SURVEYORS ASSOCIATION, INC. • MOHAWK VALLEY SOCIETY OF PROFESSIONAL LAND SURVEYORS • NASSAU-SUFFOLK CIVIL ENGINEERS, INC. • NIAGARA FRONTIER LAND SURVEYORS ASSOCIATION • NORTHERN NEW YORK ASSOCIATION OF LAND SURVEYORS • SOUTHERN FINGER LAKES ASSOCIATION OF PROFESSIONAL LAND SURVEYORS • SOUTHERN TIER ASSOCIATION OF LAND SURVEYORS • SURVEYORS ASSOCIATION OF QUEENSBORO, INC. • WESTCHESTER-PUTNAM ASSOCIATION OF PROFESSIONAL LAND SURVEYORS, INC.

# Regulations and Guidelines

## Regarding the Acceptance of Surveys, Maps and Plans by Public Officials in New York State

### DO YOU KNOW...

State and Federal Laws protect professionally prepared surveys, maps and plans from unauthorized alteration and copying. For instance, The New York State Education Law clearly states that the work product of a Land Surveyor or Professional Engineer may not be altered without the legal authority to do so. Most professionally prepared plans and specifications such as those prepared by a Registered Architect or Landscape Architect are protected by Federal Copyright Law.

### New York State Law requires that...

- No official of this state, or of any city, county, town or village therein, charged with the enforcement of laws, ordinances or regulations shall accept or approve any plans, specifications or geologic drawings or reports that are not stamped with the seal of an architect or professional engineer or land surveyor or professional geologist licensed in this state and bearing the authorized facsimile of the signatures of the licensed professional. (NYS Ed. Law, Art. 145, § 7209, 1.)
- If a plan or map stamped with the seal is altered by another professional, it must be identified as such and signed and sealed by the person making the alteration. (NYS Ed. Law, Art. 145, § 7209, 2)



### Best Practices for Public Officials

- Municipal agencies should confirm that a map or site plan based on a survey reflects the current conditions, certified to by a licensed land surveyor.
- Municipal agencies should confirm that the surveyor of record review and certify the computations and mapping for a subdivision when submitted with the site development plan for the subdivision.
- Only a current survey, certified to the current owner and showing proposed improvements and proposed offsets should be accepted as the basis for an area variance.
- Municipalities should confirm the professional has a certificate of authorization.
- Any submission or request for approval of any document which reflects dimensions or setbacks, existing or proposed, between structures and property lines requires certification from a land surveyor.
- Municipal boards should verify that the professionals signing maps, plats and surveys are licensed and registered, and that there is a licensed profession currently involved and acting for the benefit of the client or applicant.
- Municipal reviewers should confirm that the land surveyor signing the subdivision plat has in fact reviewed and checked its correctness and that the lots or parcels meet the current zoning for area, frontage, width, depth or other dimensional requirements. It is suggested that a letter of confirmation by the professional or acknowledgment on the face of the plat should be required.



# BE AWARE

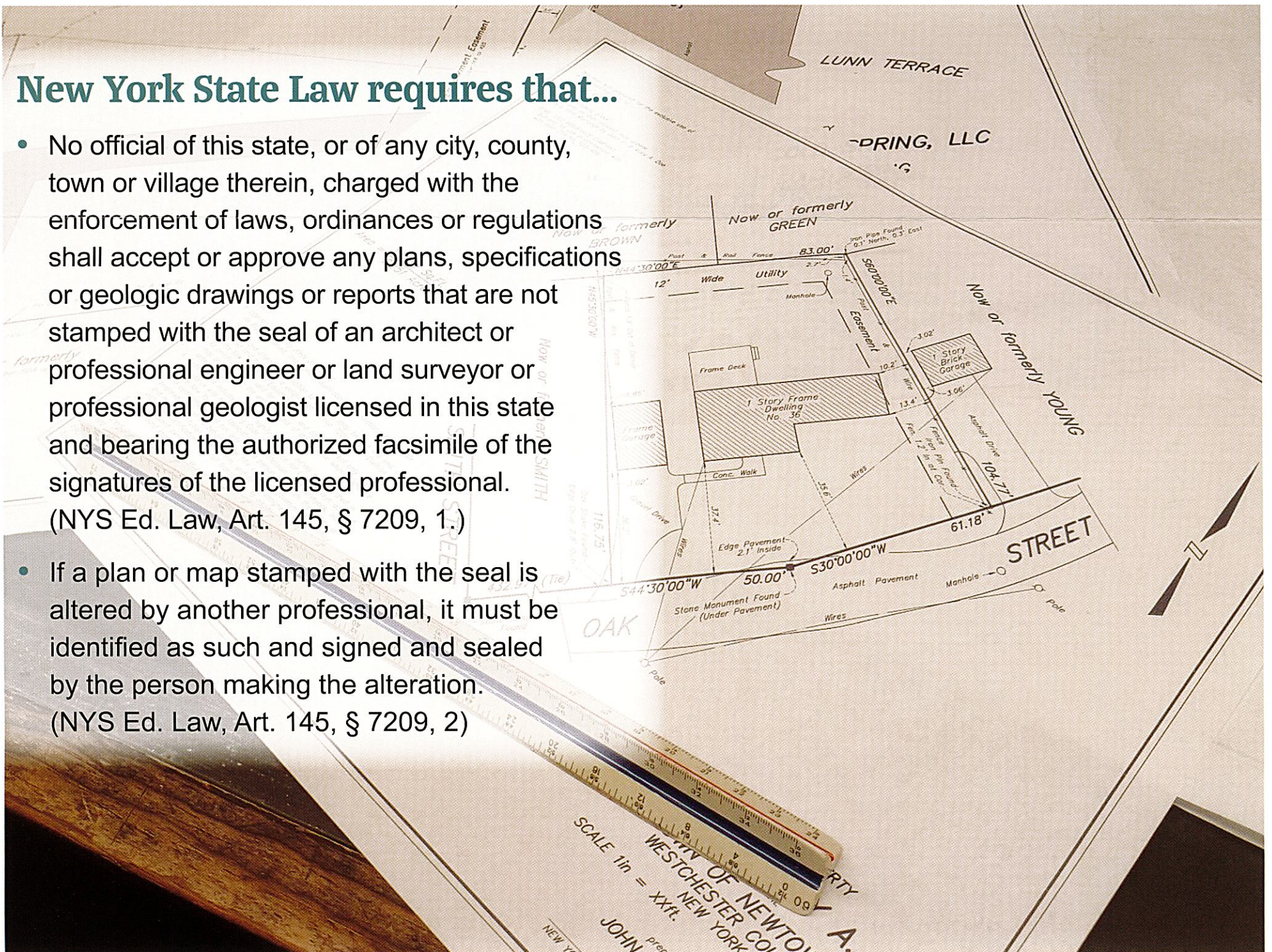
## CERTAIN MAPS AND PLANS MAY NOT BE APPROPRIATE FOR SUBMISSION TO THIS OFFICE

### DO YOU KNOW...

State and Federal Laws protect professionally prepared surveys, maps and plans from unauthorized alteration and copying. For instance, the New York State Education Law clearly states that the work product of a Land Surveyor or Professional Engineer may not be altered by anyone without the legal authority to do so. Most professionally prepared plans and specifications such as those prepared by a Registered Architect or Landscape Architect are protected by Federal Copyright Law.

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- If a plan or map stamped with the seal is altered by another professional, it must be identified as such and signed and sealed by the person making the alteration. (NYS Ed. Law, Art. 145, § 7209, 2)



**1 SITE ADDRESS**  
1234 Your Street, Trumansburg, NY, 14886

**NAME OF OWNER/APPLICANT**  
J. Homeowner  
1234 Your Street, Trumansburg, NY, 14886

**PROJECT DESCRIPTION**  
PROPOSED DETACHED GARAGE ASSOCIATED DRIVEWAY AND CURB CUT.

**2 LEGAL DESCRIPTION**  
PLAT OF PARADISE VIEW RIDGE, DIV 2, LOT 1

**PARCEL TAX ID #**  
503689-01-2-3.45

**3 PARKING CALCULATIONS**  
# OF SPACES REQUIRED = 4  
# OF SPACES PROVIDED = 4

**4 HEIGHT CALCULATIONS**  
MANHOLE RIM ELEVATION = 100'  
A = 105.5'  
B = 105.2'  
C = 106.0'  
+D = 106.5'  
423.2' / 4 = 105.8' AVERAGE BASE ELEVATION  
+ 15.0' ALLOWED (\*MAY DIFFER BASED ON ZONE)  
120.8' = MAX HEIGHT

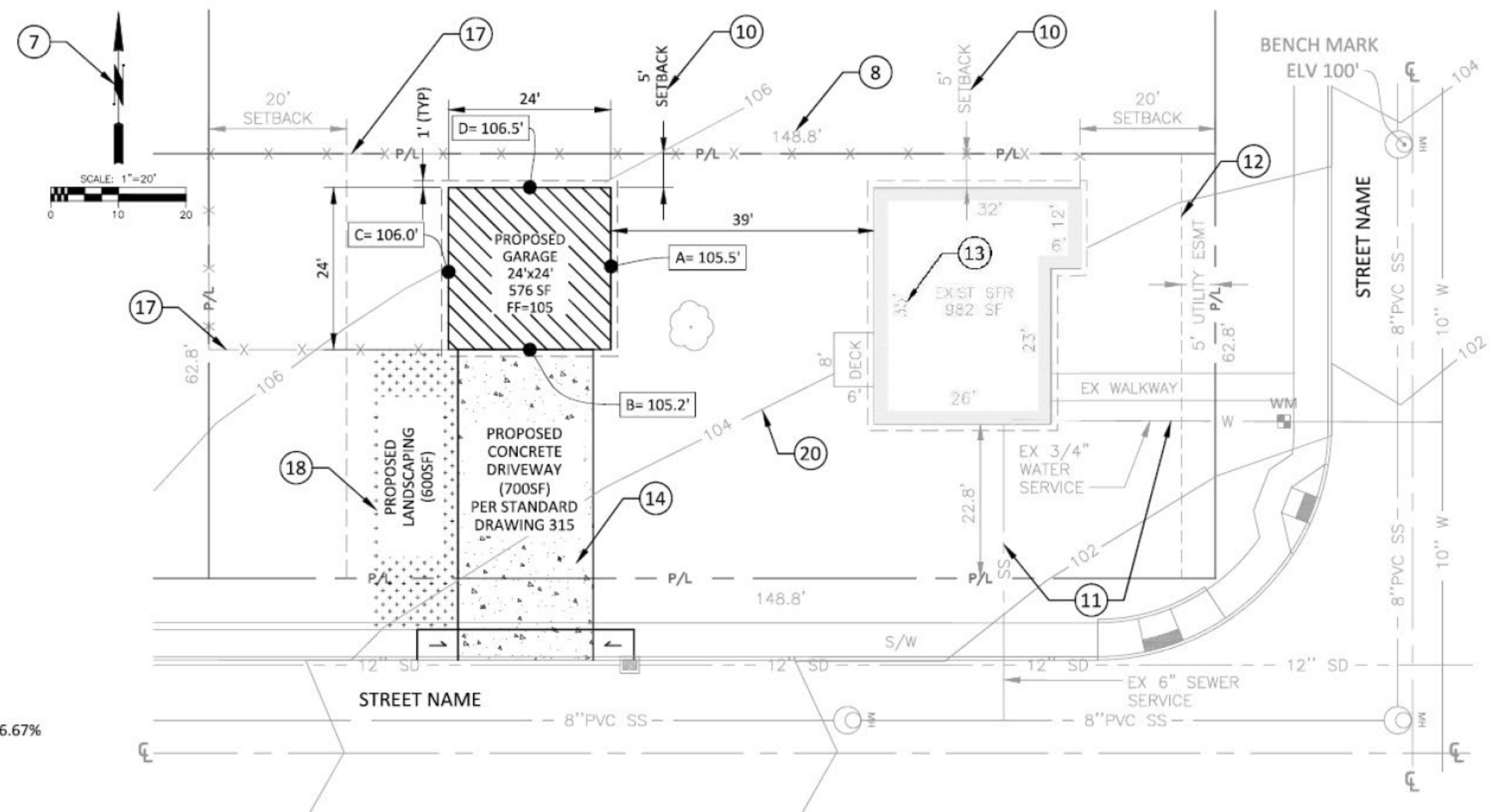
**5 LOT COVERAGE BY BUILDING(S)**  
LOT SIZE = 9344 SQUARE FOOT (SF)  
EXISTING HOUSE = 982 SF  
PROPOSED GARAGE = + 576 SF  
1,558 SF  
% LOT COVERED BY BUILDINGS = 1,558 SF BLDG / 9,344 SF LOT X 100% = 16.67%

**6 QUANTIFIED SURFACE AREAS**

|  |          |
|--|----------|
| TOTAL PROPOSED ROOF AREA(S) =            | 576 SF   |
| TOTAL PROPOSED OTHER HARD SURFACES =     | 700 SF   |
| BREAKDOWN: POLLUTION-GENERATING =        | 700 SF   |
| NON- POLLUTION GENERATING =              | 0 SF     |
| TOTAL PROPOSED LAWN & LANDSCAPING =      | 600 SF   |
| TOTAL PROPOSED (ROOF & OTHER) SURFACES = | 1,276 SF |
| TOTAL LAND-DISTURBING ACTIVITY =         | 1,876 SF |

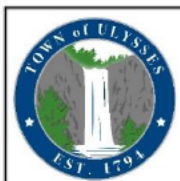
**23 SHEET INDEX**  
C1 SITE PLAN  
C2 TESC (TEMPORARY EROSION & SEDIMENT CONTROL) PLAN  
C3 DRAINAGE PLAN  
L1 LANDSCAPING PLAN  
L2 LANDSCAPING PLAN

- NOTE:**
- A SURVEY MAY BE REQUIRED AT THE TIME OF BUILDING PERMIT SUBMITTAL
  - SEE SUPPLEMENTAL CHECKLIST FOR ADDITIONAL INFORMATION REQUIRED ON SITE PLAN.
  - # NUMBERS ARE FOR REFERENCE TO SUPPLEMENTAL CHECKLIST ONLY AND SHOULD NOT BE SHOWN ON SITE PLAN.



**LEGEND**

|                             |                   |
|-----------------------------|-------------------|
| PROPERTY LINE               | — P/L —           |
| EASEMENT LINE               | - - - - -         |
| EX FENCE                    | - X - X - X - X - |
| EX 3/4" WATER SERVICE/METER | — W — WM          |
| EX SIDE SEWER SERVICE       | - - - SS - -      |
| SEWER MAIN                  | — 8" PVC SS —     |
| WATER MAIN                  | — 10" W —         |
| PROPOSED CONCRETE           | [Pattern]         |
| PROPOSED ROOF AREA          | [Hatched Pattern] |
| PROPOSED CONTOURS           | — 100 —           |



# TITLE BLOCK

CALL TWO (2) BUSINESS DAYS BEFORE YOU DIG DIAL 811

PROJECT ADDRESS: (Example: 1234 Your Street, Trumansburg, NY, 14886)  
PROJECT TITLE: (Example: New Detached Garage)

SITE PLAN EXAMPLE

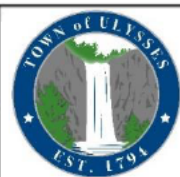
SHEET  
C1

**THE FOLLOWING INFORMATION IS REQUIRED ON ALL SITE PLANS**

(USE THE CHECKLIST BELOW TO ENSURE ALL REQUIREMENTS ARE CORRECTLY SHOWN)

\*NOTE: # NUMBERS FOR REFERENCE ONLY AND SHOULD NOT BE SHOWN ON PLAN

- 1 SITE ADDRESS, NAME OF OWNER/APPLICANT, PROJECT DESCRIPTION.
- 2 LEGAL DESCRIPTION, TAX PARCEL NUMBER.
- 3 PARKING CALCULATIONS WITH USES AND NUMBERING OF PARKING SPACES REQUIRED & PROVIDED.
- 4 HEIGHT CALCULATIONS WITH BENCHMARK, AVERAGE BASE ELEVATION AND ACTUAL HEIGHT NOTED. REFER TO PLANNING DEPARTMENT "BUILDING HEIGHT HAND OUT".
- 5 PERCENT OF LOT COVERAGE BY BUILDING(S) TO INCLUDE TOTAL LOT SIZE (SF) AND FOOTPRINT OF ALL BUILDINGS, IF REQUIRED BY ZONE. GROSS SQUARE FOOTAGES OF BUILDINGS AND THEIR USE.
- 6 CALCULATE SURFACE AREA. SHOW EXISTING, PROPOSED AND TOTAL SQUARE FEET OF EACH TYPE OF LOT COVERAGE.
- 7 NORTH ARROW (DIRECTION FACING UP) AND SCALE (1" = 40' MINIMUM) (1" = 20' PREFERRED FOR RESIDENTIAL).
- 8 LENGTH OF ALL LOT LINES DIMENSIONED ON SITE PLAN.
- 9 DISTANCE BETWEEN ALL BUILDINGS, EXISTING AND PROPOSED DIMENSIONED ON SITE PLAN.
- 10 PROPOSED AND EXISTING BUILDING SETBACKS FROM ALL LOT LINES. (SHOW SETBACK LINE AND DIMENSION)
- 11 UTILITIES. (SEWER, WATER & DRAINAGE) SHOW SIZE OF SERVICE OR PIPE AND LABEL AS EXISTING TO REMAIN, EXISTING TO BE REUSED, OR NEW SERVICE. ALSO SHOW GAS, ELECTRICITY AND LOCATION OF FIRE HYDRANTS.
- 12 SHOW ALL EASEMENTS ON SITE INCLUDING, BUT NOT LIMITED TO, INGRESS/EGRESS, WATER, SEWER & DRAINAGE.
- 13 SHOW ALL PERIMETER BUILDING DIMENSIONS. NOTE LENGTH OF EAVE OVERHANGS.
- 14 ALL DIMENSIONS, LOCATION AND MATERIAL OF PROPOSED AND EXISTING DRIVEWAYS AND CURB CUTS.
- 15 ANY CRITICAL AREAS ON SITE AND WITHIN 225 FEET OF THE SITE. SHOW TOP OF SLOPE AND TOE OF SLOPE. SHOW PROPOSED BUILDING SETBACKS FROM SLOPE AND ANY CRITICAL AREA BUFFERS.
- 16 DIMENSIONS AND DEPTH OF ANY FILL ON THE SITE. QUANTIFY FILL (CY) IF PROPOSED WITH THIS PROJECT.
- 17 ANY PROPOSED OR EXISTING ROCKERIES, RETAINING WALLS AND FENCES. LABEL HEIGHT OF EACH. FENCE HEIGHTS MUST COMPLY WITH ZONING CODE. ROCKERIES AND WALLS OVER 4 FT IN HEIGHT REQUIRE STRUCTURAL ENGINEERING CALCULATIONS.
- 18 LANDSCAPING. MAY BE SHOWN ON SITE PLAN FOR SFR AND DUPLEX USES. PROVIDE SEPARATE LANDSCAPE PLAN SHEET(S) IF MULTI-FAMILY OR NON-RESIDENTIAL.
- 19 SIGNAGE. SHOW ALL EXISTING SIGNS. SHOW PROPOSED SIGNAGE ON SEPARATE SITE PLAN WITH PERMIT SUBMITTAL.
- 20 CONTOURS. SHOW EXISTING AND PROPOSED ELEVATION CONTOURS. CALL OUT FINISH FLOOR ELEVATIONS OF BUILDING(S)
- 21 OPEN SPACE. SHOW OPEN SPACE IF REQUIRED BY ZONING.
- 22 DUMPSTER/GARBAGE/RECYCLING LOCATION AND SCREENING.
- 23 SHEET INDEX (MUST BE LOCATED IN BOTTOM RIGHT HAND CORNER ABOVE SHEET # IN THE TITLE BLOCK.



# TITLE BLOCK

PROJECT ADDRESS: (Example: 1234 Your Street, Trumansburg, NY, 14886)

PROJECT TITLE: (Example: New Detached Garage)

SUPPLEMENTAL CHECKLIST



# AREA VARIANCE APPLICATION CHECKLIST

## PLANNING AND ZONING DEPARTMENT

10 Elm St, Trumansburg NY 14886 • 607-387-5767 • [permits@townofulyssesny.gov](mailto: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 3<sup>rd</sup> Wednesday of the month. Materials need to be submitted to the Planning and Zoning Department one month in advance.*

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

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.



# AREA VARIANCE APPLICATION

## PLANNING AND ZONING DEPARTMENT

10 Elm St, Trumansburg NY 14886

607-387-5767 • [permits@townofulyssesny.gov](mailto:permits@townofulyssesny.gov)

**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

## PLANNING AND ZONING DEPARTMENT

10 Elm St, Trumansburg NY 14886 • 607-387-5767 • [permits@townofulyssesny.gov](mailto:permits@townofulyssesny.gov)

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

## PLANNING AND ZONING DEPARTMENT

10 Elm St, Trumansburg NY 14886 • 607-387-5767 • [permits@townofulyssesny.gov](mailto:permits@townofulyssesny.gov)

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

## PLANNING AND ZONING DEPARTMENT

10 Elm St, Trumansburg NY 14886 • 607-387-5767 • [permits@townofulyssesny.gov](mailto:permits@townofulyssesny.gov)

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.

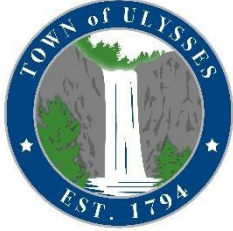
2. Describe how the proposal cannot be achieved by a feasible alternate method other than the area variance(s).

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

10 Elm St, Trumansburg NY 14886 • 607-387-5767 • [permits@townofulyssesny.gov](mailto:permits@townofulyssesny.gov)

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.