



FINAL SITE PLAN 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.

1) 2026 Fees	Final site plan application fees are based on project valuation. Please see the 2026 fee schedule or inquire with staff. Note: additional fees will be assessed if the Planning Board scheduled a public hearing and/or required any special study (Geotech, wetland report, traffic study, etc.) during Sketch Plan Review.
2) Application	The application must be filled out completely and signed by the owner, applicant, or primary contact.
3) Owner Approval	If the applicant is not the owner of the land under consideration, written approval from the owner to submit the application is required.
4) Final Site Plan	A final site plan, drawn in accordance with the Final Site Plan Requirement Checklist .
5) Additional Information	<ul style="list-style-type: none"> • Items requested/required by the Planning Board during Sketch Plan Review • Board of Zoning Appeals resolution(s) as applicable • DEC Jurisdictional Determination and/or Wetland Permit as applicable • Other Federal/State permit approvals (e.g. Section 10 and 404 permits) as applicable <p>Other new information since the Sketch Plan Review</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					
SKETCH PLAN REVIEW DATE(S)					
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					



FINAL SITE PLAN REQUIREMENTS CHECKLIST

PLANNING AND ZONING DEPARTMENT

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Instructions: All items listed in the checklist below within 300 feet of the subject property must be delineated on the site plan as applicable. The site plan must delineate the entire parcel(s) to scale but does not have to be survey quality unless required by the Planning Board during Sketch Plan Review.

<input type="checkbox"/>	Property lines for the entire parcel(s).
<input type="checkbox"/>	Locations of adjacent public and private streets, highways, and right-of-ways.
<input type="checkbox"/>	Approximate size and locations of all existing and proposed buildings and structures. Delineate proposed setbacks of structures from all lot lines, streams, wetlands, and top of steep slopes.
<input type="checkbox"/>	Delineate all existing and proposed access drives, curb cuts, pedestrian facilities, off-street parking, and loading facilities.
<input type="checkbox"/>	Delineate existing vegetation and proposed landscaping, include vegetation to be removed.
<input type="checkbox"/>	Delineate proposed grading, excavation, and/or fill and indicate cubic yardage of each.
<input type="checkbox"/>	Existing and proposed overhead and underground utilities.
<input type="checkbox"/>	Location and design of all water and sewerage facilities.
<input type="checkbox"/>	Location of all existing streams or drainage ways, water bodies, wetlands, and drain tiles.
<input type="checkbox"/>	Proposed exterior lighting.
<input type="checkbox"/>	Elevation and floor plans to scale for all new proposed buildings, including design features.
<input type="checkbox"/>	Site topography showing contours at an interval appropriate for the site; 2 foot or 10 foot interval is recommended.
<input type="checkbox"/>	Other items required by the Planning Board during the Sketch Plan Review.