



FLOODPLAIN DEVELOPMENT PERMIT APPLICATION CHECKLIST

BUILDING, CODE, PLANNING, & 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. PDFs of scanned documents must be at least 300 DPI.

<p>1) 2026 Fees</p> <p>Payable by cash, check, or credit card: https://ulyssesny.govtportal.com/ enter FPD and address in license number field. A 3.5% card processing fee applies.</p>	<p>\$310 + costs as needed. \$500 deposit may be required for engineering and other reviews as needed.</p> <p>All additional costs owed for engineering, legal, and other needed reviews shall be billed to the applicant and paid to the Town of Ulysses.</p>
<p>2) Application</p>	<p>The application must be filled out completely and signed by the owner, applicant, or primary contact.</p>
<p>3) Ownership Certification</p>	<p>Submit a completed Ownership Certification form.</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 along with a completed ownership certification.</p>
<p>4) Site Plan Survey</p>	<p>A site plan survey, drawn in accordance with the Site Plan Survey Requirement Checklist.</p>
<p>5) Flood Hazard Site Plan</p>	<p>A flood hazard site plan, drawn in accordance with the Flood Hazard Site Plan Requirement Checklist.</p>
<p>6) Associated Construction Permit Application and/or Flood Hazard Construction Standards Compliance Documents</p>	<p>Submit copies of related required construction permits for proposed work (e.g. new residential or commercial construction, accessory structures, grading, etc.). Note: development, whether construction permits are required or not, must demonstrate compliance with the flood hazard construction standards as applicable.</p>
<p>7) Associated Site Plan, Subdivision, Variance Applications</p>	<p>Submit copies of related required site plan or subdivision applications with the Planning Board, and/or related variance applications with the Board of Zoning Appeals.</p>
<p>8) Associated Federal and/or State Required Jurisdictional Letters and/or Permits</p>	<p>Submit copies of related required Federal and/or State Required Jurisdictional Letters and/or Permits.</p>
<p>9) Narrative Statement</p>	<p>A narrative statement that describes the total cumulative proposed project and compliance with flood hazard construction standards as applicable.</p>
<p>10) Additional Information</p>	<p>The following additional items may be required:</p> <ul style="list-style-type: none"> • Elevation Certificates • Stream/Wetland Delineation and Report • Geotechnical Assessment or Report • Plans showing the extent of watercourse relocation and/or landform alterations • Certification from a registered engineer that proposed activity will not result in <u>any</u> increase in the height of the 100-year floor. A copy of all data and calculations supporting this finding will be required to be submitted.

	<ul style="list-style-type: none"> • A certificate from a licensed professional engineer or architect that any utility floodproofing will meet the criteria listed in the Code of the Town of Ulysses (CTU) 89-10.B.3. • A certificate from a licensed professional engineer or architect that any non-residential floodproofed structure will meet the floodproofing criteria in CTU 89-10.B.6. • Computations, maps, and other materials as needed by a licensed professional engineer that demonstrate that the altered or relocated segment of any watercourse will provide equal or greater conveyance than the original segment. • A technical analysis by a licensed professional engineer which shows whether proposed development to be located in an area of special flood hazard may result in physical damage to any other property. • In Zone A, when no base flood elevation data are available from other sources, base flood elevation data shall be provided for subdivision proposals and other proposed developments that are greater than either 50 lots or five acres.
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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.