



PRE-APPLICATION MEETING

PRELIMINARY & CONCEPTUAL DESIGN CONSULTATION

BUILDING, PUBLIC WORKS, AND ZONING DEPARTMENT

INSTRUCTIONS: Submit the following items listed in the checklist below. 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.

APPLICATION CHECKLIST		
☐	1. Application	The application sheet must be filled out completely and signed by the owner, applicant, or primary contact.
☐	2. Fees	\$75 per hour. Note, the first hour provided by staff per site/project is free as courtesy. Appointments are scheduled in one-hour increments, no more than one hour/meeting will be scheduled in a 24-hour period.
☐	3. Meeting Question Sheet	Submit a completed question sheet identifying questions you would like staff to address in the meeting.
☐	4. Plan Set Packet	Refer to the Plan Set Checklist . Plan sets are not required to be survey quality or professionally done to scale; however, the more information provided to staff in advance will help ensure more complete feedback.
☐	5. Additional Information	The following additional items may be needed: • Floodplain Elevation • Stream/Wetland Delineation/Report • Geotechnical Assessment or Report

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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