



REZONE APPLICATION CHECKLIST PACKET

PLANNING AND ZONING DEPARTMENT

INSTRUCTIONS: Use this application checklist packet for rezones that are compatible with the [Land Use Map](#) and [Comprehensive Plan](#). 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. Property Owner Letter	If the applicant is not the property owner, written approval from the owner to submit the application must be submitted.
☐	3. Fees	\$380 + costs* for rezones up to 5 acres. \$380 + \$50 per acre + costs* for rezones greater than 5 acres.
☐	4. Site Plan	A site plan, drawn in accordance with the Site Plan Requirement Checklist.
☐	5. SEAF	Complete, sign, and date Part 1 of the short environmental assessment form along with supporting documentation ,
☐	6. Agriculture Data Statement	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.
☐	7. Narrative Statement	A typed narrative that addresses each of the items in the rezone project narrative checklist.
☐	8. Site Visit Form	Please review and complete this form.
☐	9. Preliminary Water and Sewer Availability	Optional document - not required for a complete submittal, although they are required for eventual approvals. Providing them at this stage may expedite the overall review and process.
☐	10. Supporting Documents	Any additional supporting documents that may be helpful to explain or support the rezone request.

* Additional costs include public hearing processing and publications, special studies (e.g. wetland delineations, traffic reports, etc.) that may be required by boards, etc.

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.



10 Elm Street
Trumansburg, NY 14886

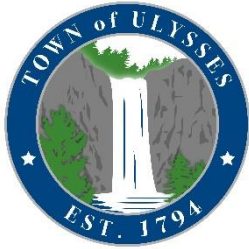


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REZONE APPLICATION

PLANNING AND ZONING DEPARTMENT

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

CONTACT INFORMATION					
APPLICANT	Crissy Karns				
ADDRESS	112 Pine St				
CITY	Bath	STATE	NY	ZIP	14810
PHONE	(607)351-5362	EMAIL	crissykarnsvirtualassistant@gmail.com		
OWNER	Chad Doolittle				
ADDRESS	9504 Congress St. Ext.				
CITY	Trumansburg	STATE	NY	ZIP	14886
PHONE	718 986 4795	EMAIL	CDoo56@Gmail.com		
PRIMARY CONTACT	☒ APPLICANT ☐ OWNER ☐ OTHER, PLEASE SPECIFY BELOW				
NAME					
PHONE		EMAIL			
PROJECT SITE INFORMATION					
ADDRESS	2012 Trumansburg Rd. Trumansburg, NY 14886				
PARCEL NO(S)	20.-3-1				
PROJECT INFORMATION					
PROJECT NAME	Halseyville Road Rezone				
PROJECT DESCRIPTION	To rezone the western portion of the lot from DD3: Bar/Restaurant/Trailers to R (Agriculture/Rural)				
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	Chad Doolittle				
CITY, STATE	Trumansburg				



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SITE PLAN SET REQUIREMENTS

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INSTRUCTIONS: All items listed in the checklist below must be delineated in the site plan set as applicable. The site plan does not have to be survey quality, but the entire parcel(s) must be delineated.

SITE PLAN SET REQUIREMENT CHECKLIST	
☐	1. Title Block with project name, sheet titles (e.g. site plan, existing conditions, etc.), date of preparation and all revisions, address(es) and parcel number(s).
☐	2. Sheet index if submitting a plan set.
☐	3. North arrow and graphic engineer's scale.
☐	4. Vicinity map.
☐	5. Comprehensive Plan Land Use Map designation.
☐	6. Existing and proposed zoning designation.
☐	7. Property lines for the entire parcel(s).
☐	8. Identify zoning and land uses adjacent to the proposed rezone.
☐	9. Locations of adjacent public and private streets, highways, and right-of-ways.
☐	10. 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.
☐	11. Delineate all existing and proposed access drives, curb cuts, pedestrian facilities, off-street parking, and loading facilities.
☐	12. Existing and proposed overhead and underground utilities.
☐	13. Location and design of all water and sewerage facilities.
☐	14. Location of all existing streams or drainage ways, water bodies, wetlands, and drain tiles.
☐	15. Elevation and floor plans to scale for all new proposed buildings, including design features.
☐	16. Other pertinent features within 300 feet of the subject site.
☐	17. Site topography showing contours at an interval appropriate for the site; 2 foot or 10 foot interval is recommended.



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AGRICULTURAL DATA STATEMENT

PLANNING AND ZONING DEPARTMENT

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.



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REZONE NARRATIVE

PLANNING AND ZONING DEPARTMENT

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

1. Provide a list of documents/reports included in the submittal.

Existing Survey

Proposed Rezone Site Plan

2. Describe the current zoning, the existing uses on the subject site, and the existing uses of nearby properties.

Neighboring Properties are residential and agricultural/rural on Halseyville Rd. and Trumansburg Rd. Residential is more in keeping with the surrounding area.

3. Describe the changes in circumstances since the site was last rezoned.

Trailers are abandoned and unsafe.



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4. Describe the proposed zoning, the overall project plan, and how the proposal will meet the minimum zoning criteria of the proposed zone.

Proposed zoning is DD3 to R along Halseyville Rd. We would like to rezone the Halseyville Rd. portion of the lot to conform with surrounding areas.

5. Describe the Comprehensive Plan Land Use Map designation for the subject site and describe how the proposal is consistent with the Comprehensive Plan's goals and policies for the designation.

The current development district does not conform to the current comprehensive plans goals. Rezoning the Halseyville Rd. portion of the parcel will more align with the comprehensive goals for the district.

6. Describe how the proposal bears a substantial relationship to the public health, safety, and welfare.

The current structures of the property are unsafe and not appealing. Removing them in favor of newly built housing will offer residents a safe place to live.

7. Describe any safeguards to mitigate possible detrimental effects of the uses within the proposed rezoning on the entire area and on adjacent property as applicable.

The rezoning request should have minimal impact on the neighborhood, as the Halseyville Rd. side already features residential.

8. Describe and safeguards to preserve existing trees and outstanding topographic or geologic features, and reduce potential for soil erosion and sedimentation as applicable.

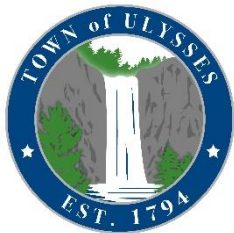
The majority of trees will remain. Only those that pose a danger or interfere with residences will be removed. Any disturbed soil will be graded and seeded before conclusion of project.

9. Describe if the proposed development will be phased, and a general indication of how the phasing is to proceed.

1st Phase: Rezone
2nd Phase: Subdivision
3rd Phase: Residential Development

10. Describe the applicant's capacity to carry out the plan and the applicant's awareness of the scope of the application, both physical and financial.

The owner is a local builder with decades of building experience. The owner also possesses the financial means and accumen to carry out the plan.



BOARD/COMMISSION MEMBER SITE VISIT PLANNING AND ZONING DEPARTMENT

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.

Chad Doolittle

dotloop verified
08/01/25 1:52 PM EDT
VDYU-VPBW-HPXP-2U7J

Chad Doolittle

01/20/25 4:03 PM EST
YVZ5-VTC1-KXB8-NZSP

08/01/2025 _____

Signature of Property Owner

Date

Up to two board members may conduct site visits at a time. Members will try to coordinate available days and times with the property owner in advance. 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 impact the final decision of board members.



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