



# SKETCH SITE PLAN 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.

|  |  |
|--|--|
| <b>1) 2026 Fees</b>                                  | <p>\$155 + costs for new site plan proposals.<br/>           \$77.50 + costs for amendments to approved site plans.</p> <p>Payable by cash, check, or credit card: <a href="https://ulyssesny.govtportal.com/">https://ulyssesny.govtportal.com/</a><br/>           enter SPR and address in license number field. A 3.5% card processing fee applies.</p>   |
| <b>2) Application</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) Sketch Site Plan</b>                           | A sketch site plan, drawn in accordance with the <a href="#">Sketch Site Plan Requirement Checklist</a> .  |
| <b>5) Short Environmental Assessment Form (SEAF)</b> | Complete, sign, and date <a href="#">Part 1 of the SEAF</a> along with <a href="#">supporting documentation</a> .  |
| <b>6) 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>7) Narrative Statement</b>                        | A typed narrative that describes the proposed project.   |
| <b>8) Conceptual Stormwater Management Plan</b>      | Submit a conceptual stormwater management plan that outlines the approach to manage runoff and its post construction treatment on the site.  |
| <b>9) Additional Information</b>                     | <p>The following additional items may be required:</p> <ul style="list-style-type: none"> <li>• Floodplain Elevation</li> <li>• Geotechnical Assessment or Report</li> <li>• Grading, fill, excavation data and associated Temporary Erosion and Sediment Control Plan (TESC)</li> </ul> <p>Stream/Wetland Delineation/Report (please note, if there appears to be <a href="#">State jurisdictional wetlands</a> and/or associated buffers that impact the property, a DEC Jurisdictional Determination and/or Wetland Permit will be required to be submitted with the Final Site Plan Application.</p> |
| <b>10) Site Visit Authorization</b>                  | Sign and date the <a href="#">Board/Commission Member Site Visit form</a> .  |

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.



# SKETCH PLAN APPLICATION

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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 |  |  |  |  |
| 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 |  |      |  |



# SKETCH SITE PLAN REQUIREMENTS CHECKLIST

## PLANNING AND ZONING DEPARTMENT

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

|                          |   |
|--------------------------|---|
| <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"/> | Other pertinent features within 300 feet of the subject site.   |
| <input type="checkbox"/> | Site topography showing contours at an interval appropriate for the site; 2 foot or 10 foot interval is recommended.  |



# AGRICULTURAL DATA STATEMENT

## PLANNING AND ZONING DEPARTMENT

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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.



# BOARD/COMMISSION MEMBER SITE VISIT PLANNING AND ZONING DEPARTMENT

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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.