



# WETLAND AND/OR STREAM VARIANCE 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.

*Board of Zoning Appeals meetings are scheduled for the 3<sup>rd</sup> Wednesday of the month. Materials need to be submitted to the Planning and Zoning Department one month in advance.*

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| <b>1) 2026 Fees</b><br>Payable by cash, check, or credit card:<br><a href="https://ulyssesny.govtportal.com/">https://ulyssesny.govtportal.com/</a><br>enter VAR and address in license number field. A 3.5% card processing fee applies. | <b>Residential 1-2 Dwelling Units:</b> \$210<br><b>Multi-Unit (3+):</b> \$260<br><b>Non- Residential:</b> \$340<br><b>Special Studies as required (e.g. wetland, stormwater, Geotech, etc.):</b><br>\$260 per study<br><br>All additional amounts owed for public notices, engineering, and/or legal shall be billed to the applicant and paid to the Town of Ulysses. |
| <b>2) Permit Application Sheet</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) Site Map</b>                                                                                                                                                                                                                        | Must be drawn in accordance with the <a href="#">Site Map Checklist for Wetland and/or Stream Variance</a> .                                                                                                                                                                                                                                                           |
| <b>5) Title Report or Proof of Ownership</b>                                                                                                                                                                                              | Submit a title report current to within 30 days of application date or a copy of the DEED.                                                                                                                                                                                                                                                                             |
| <b>6) Short Environmental Assessment Form (SEAF)</b>                                                                                                                                                                                      | Submit a completed, signed, and dated <a href="#">Part 1 of the SEAF</a> along with <a href="#">supporting documentation</a> .                                                                                                                                                                                                                                         |
| <b>7) 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>8) Narrative Statement and Site Photographs of the Proposed Project Site</b>                                                                                                                                                           | Complete the <a href="#">wetland and/or stream variance narrative statement</a> and provide site and/or aerial photographs of the subject site.                                                                                                                                                                                                                        |
| <b>9) Wetland Delineation Report</b>                                                                                                                                                                                                      | Submit a wetland delineation and report prepared by a qualified wetland delineator using the methodology contained in the U.S. Army Corps of Engineers Wetlands Delineation 1987 or latest version.                                                                                                                                                                    |

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| <b>10) Stormwater Management Plan</b>                                                                                                                          | Submit a complete stormwater management plan prepared by a landscape architect, certified professional, or professional engineer that describes the proposed changes and intrusions.                           |
| <b>11) Site Visit Authorization</b>                                                                                                                            | Sign and date the <a href="#">Board/Commission Member Site Visit form</a> .                                                                                                                                    |
| <b>12) Plan Set</b>                                                                                                                                            | Provide a copy of scaled floor plans, scaled elevations, perspectives, grading plans, and/or other drawings as may be applicable.                                                                              |
| <b>13) Denial Letter</b>                                                                                                                                       | If the proposal is not related to an active or proposed subdivision, special use permit, or site plan review by the Planning Board, provide a copy of the denial letter or similar by the Zoning Code Officer. |
| 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. |                                                                                                                                                                                                                |