



SKETCH PLAN APPLICATION PACKET

PLANNING 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		
<input type="checkbox"/>	1. Application	The application sheet must be filled out completely and signed by the owner, applicant, or primary contact.
<input type="checkbox"/>	2. Property Owner Letter	If the applicant is not the property owner, written approval from the owner to submit the application must be submitted.
<input type="checkbox"/>	3. Fees	\$155.00 + costs for new site plan proposals. \$77.50 + costs for amendments to approved site plans.
<input type="checkbox"/>	4. Sketch Site Plan	A sketch site plan, drawn in accordance with the Sketch Site Plan Requirement Checklist.
<input type="checkbox"/>	5. SEAF	Complete, sign, and date Part 1 of the short environmental assessment form along with supporting documentation ,
<input type="checkbox"/>	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.
<input type="checkbox"/>	7. Narrative Statement	A typed narrative that describes the proposed project.
<input type="checkbox"/>	8. Conceptual Stormwater Management Plan	Submit a conceptual stormwater management plan that outlines the approach to manage runoff and its post construction treatment on the site.
<input type="checkbox"/>	9. Site Visit Form	Please review and complete this form.

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



607.387.5767



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UPDATED 2024



SKETCH PLAN APPLICATION

TOWN OF ULYSSES PLANNING DEPARTMENT

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

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			



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SKETCH SITE PLAN REQUIREMENTS

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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.

SKETCH SITE PLAN REQUIREMENT CHECKLIST	
<input type="checkbox"/>	1. Property lines for the entire parcel(s).
<input type="checkbox"/>	2. Locations of adjacent public and private streets, highways, and right-of-ways.
<input type="checkbox"/>	3. 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"/>	4. Delineate all existing and proposed access drives, curb cuts, pedestrian facilities, off-street parking, and loading facilities.
<input type="checkbox"/>	5. Delineate existing vegetation and proposed landscaping, include vegetation to be removed.
<input type="checkbox"/>	6. Delineate proposed grading, excavation, and/or fill and indicate cubic yardage of each.
<input type="checkbox"/>	7. Existing and proposed overhead and underground utilities.
<input type="checkbox"/>	8. Location and design of all water and sewerage facilities.
<input type="checkbox"/>	9. Location of all existing streams or drainage ways, water bodies, wetlands, and drain tiles.
<input type="checkbox"/>	10. Proposed exterior lighting.
<input type="checkbox"/>	11. Other pertinent features within 300 feet of the subject site.
<input type="checkbox"/>	12. 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.





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.

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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