PRE- APPLICATION MEETING CHECKLIST

PLANNING AND ZONING DEPARTMENT

10 Elm St, Trumansburg NY 14886

607-387-5767 • permits@townofulyssesny.gov

INSTRUCTIONS: Submit the following items listed in the checklist below for the Preliminary & Conceptual Design Consultation. 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**	$80 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.

APPLICATION

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

OFFICE USE ONLY: PERMIT #: FEE: CHECK #:

CONTACT INFORMATION					
APPLICANT					
ADDRESS					
CITY		STATE		ZIP	
PHONE		EMAIL			
OWNER					
ADDRESS					
CITY		STATE		ZIP	
PHONE		EMAIL			
PRIMARY CONTACT: ☐ APPLICANT ☐ OWNER ☐ 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		

PRE-APP MEETING QUESTION SHEET

PLANNING AND ZONING DEPARTMENT

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INSTRUCTIONS: Submit questions pertaining to the proposal in the appropriate sections below.

CODES AND REFERENCES
Accessible and Usable Buildings and Facilities ANSI A117.1-2009
Automatic Fire Detection & Suppression Systems (see IFC 2024 Edition)
Building Code of New York State 2025 Edition
Existing Building Code of New York State 2025 Edition
Fire Code of New York State 2025 Edition
Mechanical Code of New York State 2025 Edition
National Electrical Code (NEC) 2026 Edition
Plumbing Code of New York State 2025 Edition
Energy Conservation Construction Code of New York State 2025 Edition
Town of Ulysses Design & Construction Standards & Specifications
Town of Ulysses Uniform Construction Codes 212 Ch. 80
Town of Ulysses Flood Damage Prevention 212 Ch. 89
Town of Ulysses Storm Sewers 212 Ch. 149
Town of Ulysses Stormwater Management and Erosion and Sediment Control 212 Ch. 156
Town of Ulysses Water 212 Ch. 200
Town of Ulysses Zoning 212 Ch. 212
APPLICABLE CODE AND REFERENCES RELATED QUESTIONS

PERMIT SUBMITTALS, PROCESS, AND OTHER QUESTIONS

PLAN SET REQUIREMENTS

PLANNING AND ZONING DEPARTMENT

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INSTRUCTIONS: All items listed in the checklist below within 300 feet of the subject property must be delineated on the site plan as applicable. The site plan must delineate the entire parcel(s) to scale but does not have to be survey quality.

	PLAN SET REQUIREMENT CHECKLIST
☐	1. Property lines for the entire parcel(s).
☐	2. Locations of adjacent public and private streets, highways, and right-of-ways.
☐	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.
☐	4. Delineate all existing and proposed access drives, curb cuts, pedestrian facilities, off-street parking, and loading facilities.
☐	5. Delineate existing vegetation and proposed landscaping, include vegetation to be removed.
☐	6. Delineate proposed grading, excavation, and/or fill and indicate cubic yardage of each.
☐	7. Existing and proposed overhead and underground utilities.
☐	8. Location and design of all water and sewerage facilities.
☐	9. Location of all existing streams or drainage ways, water bodies, wetlands, and drain tiles.
☐	10. Proposed exterior lighting.
☐	11. Elevation and floor plans to scale for all new proposed buildings, including design features.
☐	12. Site topography showing contours at an interval appropriate for the site; 2 foot or 10 foot interval is recommended.