

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				
	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	\$155.00 + costs for new site plan proposals. \$77.50 + costs for amendments to approved site plans.		
	4. Sketch Site Plan	A sketch site plan, drawn in accordance with the Sketch Site Plan Requirement Checklist.		
	5. SEAF	Complete, sign, and date <u>Part 1 of the short environmental assessment form</u> along with <u>supporting documentation</u> ,		
	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 describes the proposed project.		
	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.		
	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.









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 CONTAC	CT: 🗆 APPLICANT 🗆 OWNER 🗀 OTHEI	R, PLEASE SPECIFY BELOW			
NAME					
PHONE	EMAIL				
	PROJECT SITE I	NFORMATION			
ADDRESS					
PARCEL NO(S)					
	PROJECT INF	FORMATION			
PROJECT NAME					
PROJECT DESCRIPTION					
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

PLANNING AND ZONING DEPARTMENT

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				
	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.			
	 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. Other pertinent features within 300 feet of the subject site.			
	12. Site topography showing contours at an interval appropriate for the site; 2 foot or 10 foot interval is recommended.			



607.387.5767

UPDATED 2024



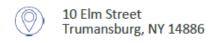
AGRICULTURAL DATA STATEMENT

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 Applica	nt:	
C. Description of Pr		
D. Location of Prop	osed Project (tax map number):	
	ess of owners of land within the Agri hundred (500) feet of the project pro	cultural District containing Farm Operations and operty.
Name	Address	Tax Map #
1		
2		
3		
		oject 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.

enter onto the property, including side and rea	nderstand this information and authorize members to or 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.





