



# TOWN OF EAST HAMPTON SITE PLAN / SPECIAL PERMIT APPLICATION

## **PERSONAL WIRELESS SERVICES FACILITY**

**Project Title:** \_\_\_\_\_

**Reason for Application:** (Please check one or more)

**Type of Application:** (Please check one or more)

- Tier One
- Tier Two
- Tier Three

- New Facility (NOT yet built)
- New Facility (built WITHOUT PERMITS)
- Attach Array to Structure
- Rebuild Destroyed Facility
- Co-Locate Service

**I. APPLICANT INFORMATION:** (PLEASE NOTE: East Hampton Town Code §255-9-19.A(3) states, " A licensed carrier should either be an applicant or a co-applicant.")

A. Landowner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ e-mail: \_\_\_\_\_

B. Carrier: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ e-mail: \_\_\_\_\_

C. Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ e-mail: \_\_\_\_\_

D. Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ e-mail: \_\_\_\_\_

**CORRESPONDENCE TO BE SENT TO:** (Please check one)  A  B  C  D

### **II. PROJECT INFORMATION:**

**PLEASE PROVIDE A DESCRIPTION OF THE PROPOSED FACILITY, INCLUDING EXACT SITING, SCALE AND DESIGN.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **III. PROPERTY INFORMATION:**

A. Suffolk County Tax Map Number(s): 300- \_\_\_\_\_

B. Access From: \_\_\_\_\_ C. Nearest Cross Street(s): \_\_\_\_\_

D. Zoning District: \_\_\_\_\_ E. Fire District: \_\_\_\_\_

F. Filed Map Identification. Lots: \_\_\_\_\_ Block: \_\_\_\_\_

Filed Map Name: \_\_\_\_\_ Map Number: \_\_\_\_\_

G. Are there currently any other carriers utilizing these facilities?  YES  NO

**If YES, you will be required to provide a list of each pre-existing carrier(s) with a brief description of position on the mount. .**

H. Does applicant own the property subject to application?  YES  NO

**If NO, you will be required to provide a copy of your lease.**

**IV. CARRIER'S ADDITIONAL FACILITIES**

Please list on the following page all properties in East Hampton Town where you currently have Personal Wireless Service Facilities, whether approved by East Hampton Town or not. Please list any additional on a separate paper attached to application.

**NOTE:** *In accordance with East Hampton Town Code §255-1-45, in order for this application to be accepted,*

- no property owned in full or part owner by the applicant carrier company may be in arrears from the most recent East Hampton Town property tax bill
- no personal wireless service facility(ies) owned by the applicant carrier company may be out of compliance with East Hampton Town Zoning Code regarding proper approvals or building permits.

|   |   |
|---|---|
| 1. Owner: _____<br>Address: _____<br>Tax Map No.: _____ | 4. Owner: _____<br>Address: _____<br>Tax Map No.: _____ |
| 2. Owner: _____<br>Address: _____<br>Tax Map No.: _____ | 5. Owner: _____<br>Address: _____<br>Tax Map No.: _____ |
| 3. Owner: _____<br>Address: _____<br>Tax Map No.: _____ | 6. Owner: _____<br>Address: _____<br>Tax Map No.: _____ |

**V. LANDOWNER'S ADDITIONAL PROPERTIES**

Please list all properties in East Hampton Town currently owned by the Landowner of the subject property in this application, whether owned independently or in partnership with others. Please list any additional properties on a separate paper attached to application.

**NOTE:** *In accordance with East Hampton Town Code §255-1-45,*

- no property of which you are full or part owner may be in arrears from the most recent East Hampton Town property tax bill
- no property or structure on which one or more personal wireless service facility(ies) is attached, of which you are full or part owner may be out of compliance with East Hampton Town Zoning Code regarding proper approvals or permits.

|   |   |
|---|---|
| 1. Owner: _____<br>Address: _____<br>Tax Map No.: _____ | 4. Owner: _____<br>Address: _____<br>Tax Map No.: _____ |
| 2. Owner: _____<br>Address: _____<br>Tax Map No.: _____ | 5. Owner: _____<br>Address: _____<br>Tax Map No.: _____ |
| 3. Owner: _____<br>Address: _____<br>Tax Map No.: _____ | 6. Owner: _____<br>Address: _____<br>Tax Map No.: _____ |

**VI. LOCATION DATA:**

**A.** Please list below the owners' names, addresses and tax map numbers of all properties adjacent to yours, including those directly across any public or private streets. You may obtain this information at the Town's Assessor's Office.

**IMPORTANT:** You will have to notify the owners of these properties by certified mail, before there is a Public Hearing. *The names and addresses below must be updated at the time you give this notice. (See Attachment #2)*

|   |   |
|---|---|
| 1. Owner: _____<br>Address: _____<br>Tax Map No.: _____ | 4. Owner: _____<br>Address: _____<br>Tax Map No.: _____ |
| 2. Owner: _____<br>Address: _____<br>Tax Map No.: _____ | 5. Owner: _____<br>Address: _____<br>Tax Map No.: _____ |
| 3. Owner: _____<br>Address: _____<br>Tax Map No.: _____ | 6. Owner: _____<br>Address: _____<br>Tax Map No.: _____ |

**B.** Total Area (Square feet and / or Acres):

Legal Parcel \_\_\_\_\_ Leased Segment \_\_\_\_\_

C. Are there any encumbrances of record affecting the property, particularly right-of-way easement(s), deed restrictions or covenants?  YES  NO  
 If YES, you will be required to provide a copy of the easement(s) / covenant(s).

D. Coverage, Building (Lot Coverage): As defined in §255-1-20 of the East Hampton Town Code  
 Existing: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of Lot Area  
 Proposed: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of Lot Area

E. Coverage, Total: As defined in §255-1-20 of the East Hampton Town Code  
 Existing: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of Lot Area  
 Proposed: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of Lot Area

F. Will facility affect existing parking requirements?  YES  NO  
 Existing Number of Parking Spaces: \_\_\_\_\_ Proposed Number of Parking Spaces: \_\_\_\_\_

**VII. SITE CHARACTERISTICS**

A. List each element or component of proposed facility including dimensions, heights, and total square footage

| <i>Component/ Element</i> | <i>Use</i> | <i>Height (in feet)</i> | <i>Total Square Feet</i> |
|---------------------------|------------|-------------------------|--------------------------|
| 1. _____                  | _____      | _____                   | _____                    |
| 2. _____                  | _____      | _____                   | _____                    |
| 3. _____                  | _____      | _____                   | _____                    |
| 4. _____                  | _____      | _____                   | _____                    |
| 5. _____                  | _____      | _____                   | _____                    |

B. What are the setbacks of structures from the site boundaries and natural features (excluding mount)?

| <i>Structure</i> | <i>Front Yard</i> | <i>Rear Yard</i> | <i>Side Yard</i> | <i>Natural Feature</i> |
|------------------|-------------------|------------------|------------------|------------------------|
| 1. _____         | _____             | _____            | _____            | _____                  |
| 2. _____         | _____             | _____            | _____            | _____                  |
| 3. _____         | _____             | _____            | _____            | _____                  |
| 4. _____         | _____             | _____            | _____            | _____                  |

**VIII. ENVIRONMENTAL IMPACT**

1. How much, if any, natural vegetation will be cleared or removed for the facility?  
 (Please give the type of vegetation, e.g. mature forest, brush, wetlands, etc., and please give the area of this vegetation in acres or square feet).

\_\_\_\_\_

\_\_\_\_\_

2. How much soil, earth, gravel, sand, or dredge spoil will be removed as part of the project? (Please give the amount in cubic yards).

\_\_\_\_\_

3. What are the predominant soil types on the property?

\_\_\_\_\_

\_\_\_\_\_

4. Is the property substantially contiguous to, or does it contain, a building, site, or district listed in a Local Historic District or on the National or New York State Registers of Historic Places?  YES  NO

If YES, please identify:

\_\_\_\_\_

5. Does the property contain any species of plant or animal life listed as rare, threatened, or endangered by New York State, the New York State Natural Heritage Program or the United States of America?  YES  NO

If YES, please identify each species and its status as classified by New York State, the New York State Natural Heritage Program or the United States:

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6. Do hunting, fishing, or shell fishing opportunities presently exist on or adjacent to the property?

YES     NO

If yes, please explain: \_\_\_\_\_

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7. Does the property contain any trails?

YES     NO

If yes, please explain: \_\_\_\_\_

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8. Indicate the maximum vehicular trips generated per month upon completion of the project: \_\_\_\_\_

9. Approximately what percentage of the property is

Well drained \_\_\_\_\_ % of property

Moderately well drained \_\_\_\_\_ % of property

Poorly drained \_\_\_\_\_ % of property

10. If any liquid or gaseous waste (e.g. from battery, diesel or propane back-up power systems) will be generated by the project, please explain how you will manage it.

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11. Please give the approximate depth to groundwater, in feet: \_\_\_\_\_

12. Is the site served by existing public utilities?     YES     NO

If YES, list the public utilities which currently serve the site:

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If NO, list the public utilities which are proposed to serve the site:

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13. Is the project, or any portion of the site, located in a 100-year flood plain?     YES     NO

14. How much water will the facility use when it is completed, in gallons per day?

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15. Will the completed facility routinely produce odors for more than one hour per day?

YES     NO

If YES, please explain: \_\_\_\_\_

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16. Will the completed facility produce operating noise which exceeds the existing noise level in the area?

YES     NO

If YES, please explain: \_\_\_\_\_

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17. Does the application involve Federal, State, or local government funding?

YES     NO

If YES, please explain: \_\_\_\_\_

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18. Does the present site include scenic views known to be important to the community?

YES     NO

If YES, please explain: \_\_\_\_\_

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19. Is the site located in an agricultural district certified pursuant to Agricultural and Markets Law, Article 25-AA,

Section 303 and 304?  YES  NO

20. What are the predominant land uses(s) and zoning classifications with a ¼ mile radius of the proposed action?

\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT #1**

STATE OF \_\_\_\_\_ )

SS.:

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the

- Owner of the Property
- Carrier seeking to place antenna / equipment / building
- Authorized Representative for Owner / Carrier

and that all statements made in this application are true to the best of his / her knowledge and belief; and that he / she has read the notices contained in this application and understands the same and agrees to abide thereby; and that the project which is the subject of this application, if approved, will be carried out in accordance with the terms and conditions set forth by the Planning Department / Board in its decision and in accordance with all applicable laws.

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**ATTACHMENT #2**

IMPORTANT NOTICES:

THE SUBMISSION OF AN ACCURATE, THOROUGH APPLICATION WITH ALL NECESSARY INFORMATION SUPPLIED IS A PREREQUISITE TO THE PROCESSING OF THIS APPLICATION AND THE TIMELY SCHEDULING OF A PUBLIC HEARING. AN INCOMPLETE APPLICATION WILL BE RETURNED TO THE APPLICANT FOR COMPLETION.

WHEN A PUBLIC HEARING HAS BEEN SCHEDULED, THE APPLICANT WILL BE NOTIFIED. THE APPLICANT IS THEN REQUIRED TO PROVIDE NOTICE TO THE PUBLIC IN ACCORDANCE WITH §255-9-23 OF THE TOWN CODE:

1. Notify by certified mail, return receipt requested, the owners of record of every property which abuts, and every property which is directly across any public or private street from the property which is the subject of the application. This notice must be given at least ten (10) days in advance of the forthcoming public hearing.
2. Post the property with the sign provided by the Planning Board at least ten (10) days in advance of the public hearing (in accordance with the provisions of §255-9-23 (2) of the Zoning Code).
3. Submit proof, prior to or at the hearing, in the form of an affidavit with copies of the postal return receipts attached, that the notification requirements 1 and 2 above have been complied with.

□ FOLLOWING SITE PLAN APPROVAL, THE FINAL BUILDING PLANS MUST BE SUBMITTED TO AND APPROVED BY THE TOWN BUILDING INSPECTOR, AND ALL CONDITIONS OF SITE PLAN APPROVAL MUST BE MET, BEFORE A BUILDING PERMIT CAN BE OBTAINED.

**ATTACHMENT #3**

**STATEMENT OF DISCLOSURE OF INTEREST**

Officers or Employees of State, County, or Town Government

Required by § 809 of the New York General Municipal Law

The following Statement must be signed by the following:

- (1) Every individual owner of any real property which is a subject of this application (hereafter, the "subject property");
- (2) An authorized representative of every corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property;
- (3) Every individual who has a contract to purchase an interest in the subject property; and
- (4) An authorized representative of every corporation, partnership, company, trust, association, or other legal entity which has a contract to purchase an interest in the subject property.

NOTICE: A KNOWINGLY FALSE STATEMENT UNDER § 809 OF THE GENERAL MUNICIPAL LAW IS PUNISHABLE AS A MISDEMEANOR.

I make the following statements about interests in the real property which is the subject of this application (the "subject property"):

PART I: Except as otherwise set forth in Part II below –

A. Individuals with an ownership interest in the property.

1. No person having an ownership interest in the subject property is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.
2. No person having an ownership interest in the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.
3. No person having an ownership interest in the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

B. Individuals with an interest in a contract to purchase the property.

1. No person having an interest in a contract to purchase the subject property is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.
2. No person having an interest in a contract to purchase the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.
3. No person having an interest in a contract to purchase the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

C. Corporations or other entities with an ownership interest in the property.

1. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

2. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

**ATTACHMENT #3, cont'd**

3. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject proper is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

D. Corporations or other entities with an interest in a contract to purchase the property.

1. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity having an interest in a contract to purchase the subject property is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

2. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity having an interest in a contract to purchase the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual whois an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

3. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity having an interest in a contract to purchase the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

PART II: If any of the statements made under A through D above are not true, please set forth the names of any individuals or persons involved and explain their relationship to the subject property:

(Note – Each person required to sign this statement must have his/her signature separately attested before a Notary Public. Use additional pages if necessary.)

ATTEST:

STATE OF \_\_\_\_\_ )

SS.:

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, deposes and says that the foregoing Statement of Disclosure of Interest is true and accurate to the best of his/her knowledge and belief; that all statements set forth in Part I of this Statement of Disclosure of Interest are true and accurate, except and to the extent that any contrary statements are set forth in Part II of this Statement; and that any such statements made in Part II of this Statement of Disclosure of Interest are true and accurate to the best of his/her knowledge and belief.

**AUTHORIZATION**

I, the owner, hereby authorize the Planning Department and the Planning Board to enter the subject parcel to review the pending application for a Personal Wireless Facility. Town employees are also authorized to enter the premises to ascertain compliance with zoning and other building laws, regulations and ordinances.

\_\_\_\_\_  
Signature of Applicant

Print Name & Title

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**ADDITIONAL REQUIRED SIGNATURES**

**ATTACHMENT #3, cont'd**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name & Title

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name & Title

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name & Title

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name & Title

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC