

# TOWN OF EAST HAMPTON ZONING BOARD OF APPEALS

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## Natural Resources Special Permit and/or Variance Application Instructions

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This form is a combined application for a Natural Resources Special Permit and/or Variance. Please note that some of the information requested in this combined form is required by State regulation (9 NYCRR§617.20 Appendix A).

The attached application must be fully completed (by computer, typewriter, or in ink) and all of its requirements complied with. **Nine copies** (original plus 8 photocopies) and **one digital file** (PDF on a USB flash drive or via email) of the completed application along with the requirements listed below are to be submitted to the office of East Hampton Town Zoning Board of Appeals. Additional copies of the application and plans may be required once review is underway if the application is required to be routed to other agencies by this board.

NOTE: THE WORK COVERED BY THIS APPLICATION MAY NOT BE COMMENCED BEFORE APPROVAL IS GRANTED AND A BUILDING PERMIT IS OBTAINED.

This application must be accompanied by:

**A. Application Fee.** The application fee must be submitted in the form of a personal check, certified check, money order, or attorney's check (no cash will be accepted). The fees are located on the first page of the application.

**B. Surveys.** **Nine (9) original prints** (not photocopies) and **one digital file** (PDF on a USB flash drive or via email) of a survey prepared by a land surveyor licensed in New York State that provides a detailed layout of the lot or parcel at an engineer's scale that clearly shows the following. Additional copies of the survey may be required once review is underway if the application is required to be routed to other agencies by this board.

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1. Topography of the site at 2-foot contour intervals as referred to the 1929 NGVD datum and any proposed grades (if applicable), the boundary line of mean high water where the parcel bounds on tidal waters, and water depth contours for dredge or fill projects, docks, groins, or pond enlargements. (Requirement for NRSP applications)
  2. Total Lot Area and Lot Area as defined in §255-1-20 of the Town Code, existing, proposed, and allowable Lot (building) Coverage and Total Lot Coverage as defined by §255-1-20. Also specify areas not included in lot area, if any, as defined in §255-1-20 of the Town Code.
  3. The filed map number and date of filing, the zoning district or districts and any zoning overlay districts in which the property is located and the Suffolk County Tax Map Number. Flood zones as designated by FEMA and the Coastal Erosion Hazard Line designated by the New York State Department of Environmental Conservation (NYSDEC) should be depicted on the survey, where applicable.
  4. The boundaries of any wetland, dune crest, bluff line, or toe of bluff as defined in §255-1-20 of the Town Code. The presence of any protected natural feature as defined §255-1-20 must be flagged by the Planning Department.
  5. The location of all existing and proposed buildings, structures and improvements, including driveways and parking areas, with setback dimensions shown from property lines and natural features. The limits of existing and proposed land clearing with area calculations should also be included on the survey.
  6. Existing and proposed clearing with calculations as required by the applicable Overlay District requirements or Vegetative Protection Ordinance.
  7. The location of all known easements, roads, trails, rights-of-way, and utilities on, over or immediately adjacent to the site. Notations should specify whether roads are public, private, improved, unopened or open but unimproved.

8. Location of existing or proposed water supply wells, public water supply lines, sanitary systems, and the location of any existing or approved wells or sanitary systems within 150 feet of the subject property.
9. The date, location and results of any test hole or bore data (if available) that indicates the composition of the underlying sediments and depth the groundwater table. The individual or company that supplied the test hole/bore data should also be provided (see Note 2 below).
10. The surveys must include the surveyor's seal and signature and be certified or guaranteed to the property owner or applicant.
11. The profile of a proposed swimming pool that includes the elevation of the decking and the proposed separation of the bottom of the pool to the groundwater table.

**Note:** Proposed sanitary systems within Natural Resources Special Permit jurisdiction must include a profile of the proposed system that depicts finished grades, invert elevations and the proposed separation of the leaching pools to the groundwater table. This information must either be included on the survey or shown on (2) prints of a plan prepared by a licensed design professional.

**C. Building Plans.** If the requested Natural Resources Special Permit or Area Variance(s) involves a building, **two (2) prints of full sized, scalable, floor and elevation plans, eight (8) additional copies of plans, no larger than 11" x 17", and one digital file** (PDF on a USB flash drive or via email) that include the following information is required. (If full size plans are no larger than 11" x 17", only 9 copies are required.)

1. Floor Plans that provide the proposed gross floor area as defined in §255-1-20 of the Town Code, the proposed room use and the square footage of decking, patio, and/or porches, if proposed. Floor plans for additions to an existing structure should also include existing and proposed walls and any non-conforming floor area calculations as specified by §255-8-60A of the Town Code when applicable.
2. Elevation plans should include roof pitch and the compliance, or the extent of non-compliance with the Town's height, pyramid, and number of stories regulations. When applicable, the type and depth of penetration of proposed foundation and a cross section of the residence that includes natural grade should be provided.

**NOTES:**

1. Please note that an incomplete application may be returned to you for completion and will delay the review of your application. The Zoning Board of Appeals reserves the right to request additional information not specifically required by this application form as may be necessary to make a fair, reasonable and informed decision on this application.
2. The Zoning Board of Appeals may require you to dig a test hole or boring on your property, depending on the project location and project type. However, do not dig a new test hole or boring without first having been requested to do so by the Zoning Board of Appeals.
3. If you require further guidance in the preparation and submittal of an application to the Zoning Board of Appeals, contact the Planning Department between the hours of 1:00 PM and 4:00 PM and ask to speak to the Planner of the Day at Suite 105, 300 Pantigo Place, East Hampton, New York, 11937 or (631) 324-2178.

**When a public hearing has been scheduled you are required to:**

1. Notify by **certified mail, returned receipt requested**, the owners of record of every property that abuts, and every property that is directly across any public or private street from, the property, which is the subject of this application **at least ten (10) days in advance of the public hearing** in accordance with the provisions of §255-9-23 of the Town Code. These notices must be sent to the property owners mentioned above at their **current mailing addresses** as of the time the notices are mailed, as listed in the records of the Town Assessor.
2. Post the property that is the subject of this application with the sign provided by the ZBA **at least ten (10) days in advance of the public hearing and maintain the posting through the date of the hearing** in accordance with the provisions of §255-9-23 of the Code.

3. Submit proof, prior to or at the hearing, **in the form of an affidavit with copies of the postal receipts attached**, that notification requirements 1 and 2 above have been complied with.