

TOWN OF EAST HAMPTON ARCHITECTURAL REVIEW BOARD

Historic District and Landmarks Approval Application



Please consult the guidelines for the historic district or landmark. The guidelines are in Appendix of the Zoning chapter of the Code of the Town of East Hampton. Copies of guidelines may also be obtained from the Building Department. Do not use this application if any other Architectural Review Board Application can be applied to your proposed work. If a different application does apply, use only that application and not the historic district or landmark in the entry for "Zoning." This application must be fully completed and submitted to the **Architectural Review Board**, along with the following information:

- 1. Fees:** An application fee in the form of certified check, money order or Attorney's check made payable to the Town of East Hampton must be submitted in accordance with the fee schedule below. Fees are entirely nonrefundable once review of the particular application has commenced.
 - \$ 200 for new residence, new accessory structure or proposed changes to an existing building
 - \$ 350 for work that has commenced prior to obtaining proper approval
- 2. Four (4) copies (original plus 3 copies) of the completed application form**
- 3. Four (4) copies of a CURRENT scaled survey** and site plan prepared by a licensed surveyor, accurately showing the location(s) of
 - Proposed improvement drawn to scale
 - All existing structure(s) on the property
 - Proposed landscaping
- 4. Four (4) copies of complete working drawings**, including floor plans and elevations drawn to scale; 1/4" = 1' 0" and drawn details of architectural components to be replicated. Note: include on the plans a description of all exterior materials and color. These include roofing, millwork, doors, railings, masonry, etc. If applicable – four (4) 11"x17" color photorealistic 3D architectural renderings.
- 5. All paper copies of documents, plans, maps & photos submitted to the file must also be submitted in digital form.** This may be in the form of (1) a flashdrive, (2) an email with pdfs or (3) a link to your Dropbox.
Email: ARB@eamptonny.gov

Due to COVID-19, the Board will be meeting via Zoom with applicants participating via phone conference. A call-on number will be provided to the applicant prior to the meeting.

I. APPLICANT INFORMATION

Applicant or Applicant's agent is required to attend Architectural Review Board meeting for review of application

Deadline for submission of application and supporting documents is the first and third Thursday by noon

Please Note: The submission of an application prior to the deadline does not guarantee a place on the next agenda.

- A. **Property Owner:** _____
Address: _____
Telephone: _____ **Facsimile:** _____
- B. **Applicant** (if other than Property Owner): _____
Telephone: _____ **Facsimile:** _____
- C. **Agent:** _____
Address: _____

Telephone: _____ Facsimile: _____
D. Applicant is the: (check one) Property Owner Other: _____

E. CORRESPONDENCE TO BE SENT TO: (check one) A B C

F. Is this application subject to Site Plan Review? (check one) Yes No

NOTE: The Board meets the second & fourth Thursday of every month at 6:00 pm in the Court Room at 159 Pantigo Road, East Hampton, NY 11937

II. PROPERTY IDENTIFICATION AND LOCATION

A. Street, House Number & Hamlet: _____

B. Suffolk County Tax Map Number: 300- _____

C. Zoning District (circle one): B A A2 A3 A5 MF Other: _____

III. PROJECT INFORMATION

New Residence Addition to Residence
 New Accessory Structure Exterior Change to Existing Building

Description of proposed improvements or changes:

List each structure or activity proposed including dimensions, number of stories and square footage:

Structure	Dimensions	No. of Stories	Total Sq. Ft.
1. _____	_____	_____	_____
2. _____	_____	_____	_____

I attest that the above information is complete and accurate to the best of my knowledge.

I, the owner, hereby authorize the Architectural Review Board to enter the subject parcel to review the pending application for ARB approval.

Signature: _____ Date: _____