



# TOWN OF EAST HAMPTON PLANNING BOARD

## SITE PLAN/SPECIAL PERMIT APPLICATION AND ARCHITECTURAL REVIEW BOARD APPLICATION

Type of Application: (Please check one or more)

- Site Plan
- Special Permit
- Architectural Review Board

SEQRA form attached: (Please check one)

- Short EAF Part I
- Full EAF Part I

<b>Complete Fee Calculation Worksheet on page 8</b>	
APPLICATION TYPE:	_____
ARB FEE:	_____
SPECIAL PERMIT FEE:	_____
SITE PLAN FEE:	_____
\$100/500sq = _____	\$125/500sq = _____
TOTAL AMOUNT SUBMITTED:	_____

Reason for Application: (Please check one or more)

- New Structure
- Expansion of Structure or Use
- Alteration of Structure or Site
- Change of Use
- Clearing of Land

Name of application (Project Title): \_\_\_\_\_

Describe the use being requested: \_\_\_\_\_

List the Special Permit use being requested (if applicable): \_\_\_\_\_

### I. APPLICANT INFORMATION:

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

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

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

B. Applicant (if other than landowner): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

C. Name of Business: \_\_\_\_\_

D. Attorney: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E. Agent: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

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

Contact Email (not required): \_\_\_\_\_

**II. PROPERTY INFORMATION:**

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

B. Street Address: \_\_\_\_\_

C. Zoning District: \_\_\_\_\_

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

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

G. Are there any encumbrances of record affecting the property, particularly right-of-way easements, deed restrictions or covenants?  YES  NO  
If YES, attach copies of the easements or covenants.

H. Are there any open code violations on the property?  YES  NO  
If yes, please explain the nature of the violation: \_\_\_\_\_  
\_\_\_\_\_

I. Does applicant own the property subject to the application?  YES  NO  
If NO, please provide written permission of the property owner to allow application to proceed.

J. Does applicant or predecessor in title own adjacent property?  YES  NO  
If YES, give description and state when this parcel came into separate ownership:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

K. Please list below the names, addresses and tax map numbers of owners of the adjacent properties, including those directly across any public or private streets on which your property fronts. This information is available in person 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.*

1 NAME: \_\_\_\_\_ 6. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
TAX MAP NO.: \_\_\_\_\_ TAX MAP NO.: \_\_\_\_\_

2 NAME: \_\_\_\_\_ 7. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
TAX MAP NO.: \_\_\_\_\_ TAX MAP NO.: \_\_\_\_\_

3 NAME: \_\_\_\_\_ 8. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
TAX MAP NO.: \_\_\_\_\_ TAX MAP NO.: \_\_\_\_\_

4 NAME: \_\_\_\_\_ 9. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
TAX MAP NO.: \_\_\_\_\_ TAX MAP NO.: \_\_\_\_\_

5 NAME: \_\_\_\_\_ 10. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TAX MAP NO.: \_\_\_\_\_ TAX MAP NO.: \_\_\_\_\_

**III. PROJECT INFORMATION**

A. Description of Project (state purpose and give brief description):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Description of proposed exterior changes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Total Site Area (Square feet and Acres): \_\_\_\_\_

D. List each structure or activity proposed including dimensions, heights, and total square footage

	Structure/Use	Dimensions	Height (in feet)	Total Square Feet
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

E. What are the setbacks of structures from the property lines and natural features?

	Structure	Front Yard	Rear Yard	Side Yard	Natural Feature
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

F. Will project affect existing parking requirements?  YES  NO

Existing Number of Parking Spaces: \_\_\_\_\_

Proposed Number of Parking Spaces: \_\_\_\_\_

G. Indicate the maximum vehicular trips generated per hour upon completion of the project: \_\_\_\_\_

H. Coverage, Building (Lot Coverage): As defined in §255-1-20 of the Town Code

Existing: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of Lot Area

Proposed: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of Lot Area

I. Coverage, Total: As defined in §255-1-20 of the Town Code

Existing: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of Lot Area

Proposed: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of Lot Area

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**IMPORTANT NOTICES:**

THE SUBMISSION OF AN ACCURATE, THOROUGH APPLICATION WITH ALL NECESSARY INFORMATION SUPPLIED IS A PREREQUISITE TO THE PROCESSING OF THE 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.**

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

SS.:

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

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

- Owner of the Property
- Contract Purchaser of the Property
- Agent for Owner/Contract Purchaser of the Property

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 Board and the Architectural Review Board in their decision and in accordance with all applicable laws.

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

Sworn to before me this

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

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

**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.

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 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.

**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 who is 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:

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

**AUTHORIZATION**

I, the owner, hereby authorize the Planning Department, the Architectural Review Board and the Planning Board to enter the subject parcel to review the pending application for site plan/site plan-special permit.

**(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.

Signature: \_\_\_\_\_

Name & Capacity: \_\_\_\_\_

Sworn to before me this

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

\_\_\_\_\_

**Fee Calculation Worksheet**

<b>Application Type</b>	<b>Fee Structure</b>	<b>Calculation</b>	<b>Fees Owed</b>
<input type="checkbox"/> Preliminary Site Plan	\$350		
<input type="checkbox"/> Minor Site Plan	\$400		
<input type="checkbox"/> Site Plan – Commercial Use (Proposed)	\$875 + \$100 per 500 sq. ft. of area proposed to be changed, altered or improved	Total area = ÷ 500 = x 100 = + 875 =	
<input type="checkbox"/> Site Plan – Commercial Use (Existing)	\$975 + \$125 per 500 sq. ft. of area which has been changed, altered or improved	Total area = ÷ 500 = x 125 = + 975 =	
<input type="checkbox"/> Site Plan – Residential Use in Commercial Zoning District	\$450 + \$100 per 500 sq. ft. of area proposed to be changed, altered or improved	Total area = ÷ 500 = x 100 = + 450 =	
<input type="checkbox"/> Special Permit	\$800		
<input type="checkbox"/> Change of Use (Existing)	\$550		
<input type="checkbox"/> Change of Use (Proposed)	\$475		
<input type="checkbox"/> Architectural Review Board	\$200		
<input type="checkbox"/> Architectural Review Board for work that has commenced prior to obtaining approval	\$350		
<b>TOTAL FEES PAID</b>			