

# TOWN OF SOUTHAMPTON

**Department of Land Management  
Environment Division**  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968



**JANICE SCHERER**  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

**MARTIN SHEA**  
CHIEF ENVIRONMENTAL ANALYST

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**JAY SCHNEIDERMAN**  
TOWN SUPERVISOR

**SCTM NO.:** 900 \_\_\_\_\_  
**SUBDIVISION NAME AND LOT NO.:** \_\_\_\_\_  
**PROPERTY LOCATION:** \_\_\_\_\_ **HAMLET:** \_\_\_\_\_

**TOWN OF SOUTHAMPTON  
WETLAND BOUNDARY AND JURISDICTIONAL APPEAL  
Rev. October 30, 2020**

- PLEASE SUBMIT:**
- COMPLETED APPLICATION** – One (1) application, with original signed and notarized owner's endorsement and open government disclosure forms, and one (1) photo copy.
  - APPLICATION FEE**- Submission of an application fee of \$1,000.00 (one thousand dollars) in the form of cash, money order, credit card payment, or check made payable to the "Town of Southampton".
  - Seven (7) signed and sealed prints of the revised survey**- See attached "Submission Requirements" check list.
  - Two (2) sets of photographs of the project site**- Inclusive of residence, landscape, and naturally vegetated areas.
  - Certified recorded copy of deed, with recording stamp, Liber and Page.**
  - Copies of other legal document**- See attached "Submission Requirements" check list.

\* IMPORTANT; PLEASE READ INSTRUCTIONS BEFORE COMPLETING APPLICATION  
\*\* APPLICATIONS WILL NOT BE DEEMED COMPLETE AND REVIEWED WITHOUT ALL ITEMS LISTED ABOVE.

**I. CONTACT INFORMATION**

**Applicant/Agent:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Deeded Property Owner:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Property Owner Email Address:** \_\_\_\_\_

**Name of Attorney (if applicable):** \_\_\_\_\_

**Name of Surveyor:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Property Location: \_\_\_\_\_ Hamlet: \_\_\_\_\_

**PLEASE NOTE WHO SHOULD RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:** \_\_\_\_\_

Is There a Gate/Other Security Feature:       Yes       No

If The Answer Above Is Yes, Please Provide Contact Information For Access:

\_\_\_\_\_

**II. ADJACENT PROPERTY OWNER INFORMATION**

Please list below the names, addresses and tax map numbers of abutting properties, including those directly across any private streets on which your property fronts. This information is available in the Town Assessor's Office.

**IMPORTANT:** If a public hearing is held, you will have to notify the owners of these properties by certified mail. The names and addresses below must be updated at the time you give notice.

|                   |                   |
|-------------------|-------------------|
| NAME: _____       | NAME: _____       |
| ADDRESS: _____    | ADDRESS: _____    |
| CITY/STATE: _____ | CITY/STATE: _____ |
| SCTM No.: _____   | SCTM No.: _____   |
| NAME: _____       | NAME: _____       |
| ADDRESS: _____    | ADDRESS: _____    |
| CITY/STATE: _____ | CITY/STATE: _____ |
| SCTM No.: _____   | SCTM No.: _____   |
| NAME: _____       | NAME: _____       |
| ADDRESS: _____    | ADDRESS: _____    |
| CITY/STATE: _____ | CITY/STATE: _____ |
| SCTM No.: _____   | SCTM No.: _____   |

**III. PROPERTY DATA/SITE CHARACTERISTICS**

Parcel size (in acres and square feet): \_\_\_\_\_

Zoning District (inclusive of overlay districts): \_\_\_\_\_

This appeal is being made because of the presence of one or more of the following types of natural features on or adjacent to the site (check all that apply):

- Tidal Wetlands     Freshwater Wetlands     Brackish Wetlands

Has a wetland permit or letter of non-jurisdiction been obtained or applied for, under Chapters 175 or 325 of the Southampton Town Code, with respect to this property? If so, give date and names of all such permits, letters and applications.

- Yes                       No

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Are there any "right-of-way", easement or other recorded covenants which encumber the property? If so, please indicate the nature of these restrictions and supply certified recorded copies of the legal instruments (i.e., deed, covenant, scenic or conservation easement, etc.) which created this restriction. Such documents can be obtained from the Suffolk County Clerk's Office in Riverhead, NY.

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Has a wetlands permit or letter of non-jurisdiction been obtained from the New York State Department of Environmental Conservation for this project? If so, please provide a copy.

- Yes                       No

Has the site been cleared, excavated, drained, dredged, disturbed or filled? If so, give approximate dates.

- Yes                       No

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Is the site regulated under the New York State tidal wetlands or freshwater wetlands act?

- Yes                       No

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### **SUBMISSION REQUIREMENTS CHECK LIST**

- Seven (7) signed and sealed prints of the most recent survey with the following (photocopies or hand drawn sketches will not be accepted):**
  - Wetland boundary- Flagged or verified as accurate by the Environment Division within three (3) years of the date of the application.
  - Parcel size, as expressed in square footage and acres.
  - Location of any existing recorded covenanted wetland preservation areas, wetland buffers, scenic, conservation, access or other easements, surface water quality control buffers, and/or deeded right-of-ways.
  - FEMA flood zone information, as well as existing and proposed first floor elevations of all habitable structures, if applicable.
  - Limits of all existing and/or proposed clearing/land disturbance, with calculations.
  - Test hole data
  - Discharge pipes or culverts
  - Subdivision information, inclusive of map name, block and lot numbers.
  - Surveyor signature and stamp
  - Updated revision date
- Other Legal Document**
  - Certified recorded copies of any easements, deeded right-of-ways, covenants, or other restrictions and encumbrances.
  - Any NYSDEC Order on Consent or Town Notices of Violations/Stop Work Orders/Overclearing applications, if applicable.

## PERMISSION TO INSPECT PROPERTY

**PLEASE NOTE:** *If ownership is held jointly or in partnership, each owner and/or partner must sign a separate permission to inspect.*

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

\_\_\_\_\_, being duly sworn, deposes and says:

(Print Name)

- I am: (check one)
- 1. the sole owner in fee
  - 2. a part owner in fee
  - 3. an officer of the corporation which is the owner in fee of the premises described in the foregoing application.
  - 4. designated party authorized to act pursuant to a trust or other legal document.
  - 5. member/owner(s) of Limited Liability Corporation (LLC).

**(if you checked #3, #4 or #5, please provide proof of authority (i.e.: Corporate Resolution; Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Attorney-Opinion Letter; Letter of Probate; Power of Attorney, etc.)**

I reside at \_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Hamlet/Post Office/Village State Zip Code

I hereby grant permission to the Town of Southampton Environment Division to enter my property and consent to inspection of the project site and adjacent property areas in connection with the within application for a Wetlands Permit. Town Environment Division staff may enter the property without prior notice between 7:00 am and 7:00 pm, Monday – Friday. If the property is posted with “keep out” signs or fenced with an unlocked gate, Town Environment Division staff may still enter the property. Town Environment Division staff may take measurements, analyze site physical characteristics, take soil or vegetation samples, sketch and photograph the site. I understand that failure to give this consent may result in denial of the permit(s) sought by this application.

By signing this consent form, the signer agrees that this consent remains in effect as long as the application is pending and in the event of approval this consent shall extend to cover the period of time from the issuance of either an Administrative Wetlands Permit or a Resolution of Conditional Approval until the time that a Certificate of Wetlands Compliance is issued, and this consent is effective regardless of whether the signer, applicant or an agent is present at the time of the inspection. In the event that the project site or facility is posted with any form of “posted” or “keep out” notices, or fenced in with an unlocked gate, this permission authorizes Town Environment Division staff to disregard such notices or unlocked gates at the time of inspection.

Sworn before me this

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

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature

**(If owner is a corporation, please indicate name of corporation and the title of the corporate officer whose signature appears above)**







5. During the 24 months before the filing of this application, have any of the following individuals made campaign contributions exceeding \$500 in total, in cash or in kind, to the campaign for public office of any Town officer or employee, to any individual campaign committee, or to any political party committee designated to accept donations on such Town official's or employee's behalf as a candidate for public office?

|                                 | <u>Yes</u>               | <u>No</u>                |
|---------------------------------|--------------------------|--------------------------|
| 1. Owner                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Applicant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Agent for owner or applicant | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Attorney                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Other                        | <input type="checkbox"/> | <input type="checkbox"/> |

If the question to Question 5 is yes, Town Code Chapter 23 requires that the information be provided below:

| <u>Name/Address</u> | <u>Amount/Date</u> | <u>Name of Campaign Committee</u> |
|---------------------|--------------------|-----------------------------------|
| _____               | _____              | _____                             |
| _____               | _____              | _____                             |
| _____               | _____              | _____                             |

6. During the preceding 24 months before the filing of this application, have any of the following individuals employed any Town officer or employee or a relative thereof involving compensation in an amount of \$500 or more? Said compensation may be directly made, or indirectly made through a corporation or business interest held by any Town officer or employee or their relative.

|                                 | <u>Yes</u>               | <u>No</u>                |
|---------------------------------|--------------------------|--------------------------|
| 1. Owner                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Applicant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Agent for owner or applicant | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Attorney                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Other                        | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to Question 6 is yes, Town Code [Chapter 23](#) requires that the information be provided below:

| <u>Name</u> | <u>Position</u><br>(Owner, Agent, Attorney, Other) | <u>Corporation</u> |
|-------------|----------------------------------------------------|--------------------|
| _____       | _____                                              | _____              |
| _____       | _____                                              | _____              |
| _____       | _____                                              | _____              |

**False statements made herein are punishable as a class "A" Misdemeanor pursuant to Section 210.45 of the New York State Penal Law.**

- A. For the purposes of this disclosure, an official of the State of New York or an elected or appointed official or employee of the Town of Southampton shall be deemed to have an interest in the owner and/or applicant when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren or the spouse of any of them is:
- a. the owner or applicant; or
  - b. an officer, director, partner, or employee of the applicant or owner; or
  - c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner; or
  - d. Is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchange shall not constitute an interest for the purposes of this disclosure.

**Submitted by (please print):** \_\_\_\_\_