

# 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

JAY SCHNEIDERMAN  
TOWN SUPERVISOR

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

APPLICATION FOR MODIFICATION AND/OR RENEWAL  
OF CONSERVATION BOARD WETLANDS PERMIT  
TOWN OF SOUTHAMPTON WETLANDS LAW, CHAPTER 325  
Rev. October 30, 2019

**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.
  - Seven (7) signed and sealed prints of the revised survey**- See attached "Submission Requirements" checklist.
  - Certified recorded copy of deed, with recording stamp, Liber and Page.**
  - Copies of other legal documents**- See attached "Submission Requirements" checklist.
  - APPLICATION FEE**- Check all that apply
    - Modification of Wetlands Permit or Conditional Approval (\$500.00) = \_\_\_\_\_
    - Legalization of Structures or Land Disturbance (\$1,000.00) = \_\_\_\_\_
    - Renewal of Valid Conservation Board Wetlands Permit  
\_\_\_\_\_ years x \$400.00 per year = \_\_\_\_\_
  - OR**
  - Renewal of Expired Conservation Board Wetlands Permit  
\_\_\_\_\_ years x \$500.00 per year = \_\_\_\_\_
- Total Fees Required = \_\_\_\_\_
- The above calculated fee shall be submitted in the form of cash, money order, credit card payment, or check made payable to the "Town of Southampton".
- Two (2) sets of photographs of the project site**- Inclusive of residence, landscape, and naturally vegetated areas.

\* 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: \_\_\_\_\_

**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. PROJECT INFORMATION**

Conservation Board Wetland Permit No.: \_\_\_\_\_

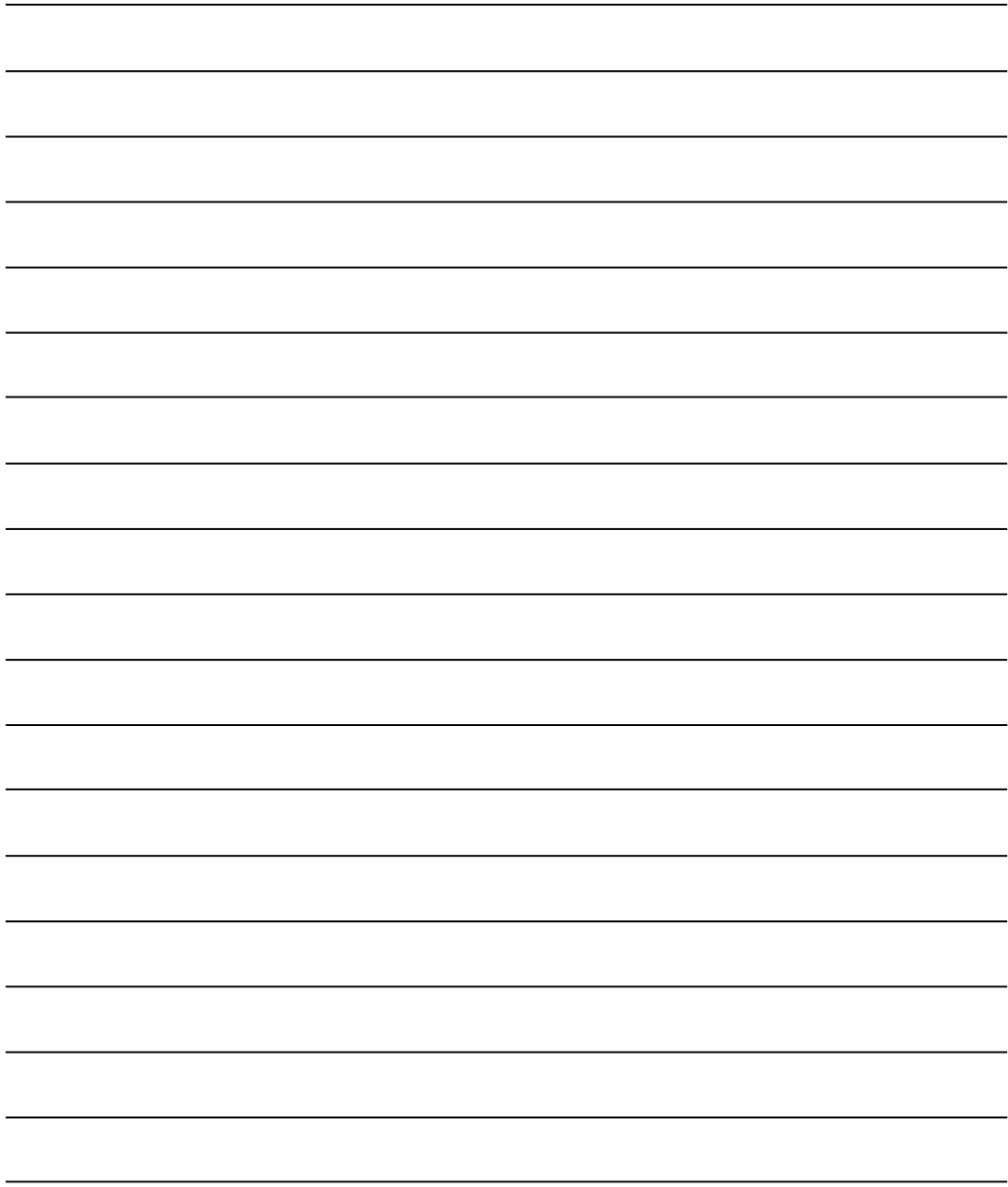
Does the Conservation Board Permit need to be renewed?  Yes  No

Has the Conservation Board Permit expired?  Yes  No

Has work on the project begun?  Yes  No

If the applicant is seeking to modify the existing permit, please provide a detailed description of each activity proposed inclusive of all construction activities, driveways, hardscape, utility installation, fences, sanitary systems, demolition, structure elevation, land disturbance, excavation, fill deposition, tree removal, and/or clearing of natural vegetation, and provide the square footage of each structure and/or land disturbance, as well as the wetland setbacks. Use a separate sheet if necessary.

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



## 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.
  - Location of all existing and proposed structures; inclusive of all buildings, at grade patios; sheds; docks/catwalks; location, height, and types of existing and proposed fences; stairways, generators; propane tanks; AC units; elevated electric panels and platforms; underground utilities; driveways; walkways; retaining walls; pool equipment and other hardscaping; tree removal, landscaping, and/or limits of land disturbance/clearing of natural vegetation with setbacks to the flagged wetland boundary.
  - 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.
  - Existing and proposed clearing in square feet and percent lot area, if lot is located in the Town Aquifer Protection Overlay District.
  - Location and components of the existing and/or proposed sanitary systems.
  - Profile, with invert elevations, of the proposed sanitary system and/or swimming pool demonstrating compliance with a minimum two (2) foot vertical separation above the seasonally high groundwater table as verified with recent test hole data.
  - Location of the water supply well or public water line.
  - Contour elevations, or topography, if required.
  - Test hole data profile and location.
  - Location of proposed drywells or subsurface drainage structures.
  - 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.
  - Existing and proposed grading, with fill deposition calculations.
  - Discharge pipes or culverts
  - Subdivision information, inclusive of map name, block and lot numbers.
  - Surveyor signature and stamp
  - Updated revision date

**Seven (7) scalable prints of a native re-vegetation plan prepared by a landscape design professional, if applicable, providing the following (maximum printed scalable size not to exceed 24-in. x 36-in):**

- Deeded owners name, property address and Suffolk County Tax Map Number.
- Design professional's contact information and signature (and stamp, if prepared by a licensed design professional).
- Plan view depicting all existing and proposed structures, existing and proposed limits of clearing, location of any existing/proposed/required buffers/easements, approximate location proposed of plantings, approximate location of canopies and species of existing mature trees, existing natural vegetation to be preserved, existing/proposed pervious pedestrian pathways, and existing/proposed fences.
- Plant key which provides common and scientific names of all proposed plants (genus and species); stock type, size/container size; and approximate spacing.
- Plan date, with revisions dates as needed.
- North Arrow

**Other Legal Documents**

- 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)**



TOWN OF SOUTHAMPTON

Department of Land Management
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

Phone: (631) 287-5710
WWW.SOUTHAMPTONTOWN.NY.GOV



JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

JAY SCHNEIDERMAN
TOWN SUPERVISOR

Open Government Disclosure Form

(Zoning Board of Appeals, Planning Board, Conservation Board, all other Land Management Review)

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

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

Print Name

I am the owner and/or applicant for a project that is the subject of a pending application before the Southampton (Check one)
[ ] Zoning Board of Appeals, [ ] Planning Board, [ ] Conservation Board [ ] all other Land Management Review. I make this affidavit under
penalty and swear to the truth herein. I am aware that this affidavit is required by General Municipal Law §809 and Southampton Town Code Chapter
23 and that I shall be guilty of a misdemeanor should I knowingly or intentionally fail to make all disclosures herein. I am also aware that I may be
subject to the penalties in Southampton Town Code §23-14 should I knowingly or intentionally fail to make all disclosures herein.

1. The application name is: \_\_\_\_\_

2. I reside at \_\_\_\_\_

3. The officers of the applicant corporation/owner corporation are as follows:

Pres. \_\_\_\_\_ Sec. \_\_\_\_\_

Vice Pres. \_\_\_\_\_ Treas. \_\_\_\_\_

4. Do any of the following individuals have an interest in the owner or applicant (as defined on page iii, note "A")?

A. Any official of New York State Yes No
B. Any elected or appointed official or employee of Southampton Town or Suffolk County Yes No

If the answer to Question 4 is YES, General Municipal Law §809 and Town Code Chapter 23 require that you disclose the name and the nature and event
of the interest of said individual(s) in the owner or applicant.

Table with 3 columns: Name, Residence, Nature of Interest



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> (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):** \_\_\_\_\_