

# TOWN OF SOUTHAMPTON

**Department of Land Management  
Building and Zoning Division**  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968



**JANICE SCHERER**  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

**Phone:** (631) 287-5700  
**Fax:** (631) 287-5754

**MARIA Z. MOORE**  
TOWN SUPERVISOR

**SEAN McDERMOTT**  
CHIEF BUILDING INSPECTOR

## ZONING VERIFICATION LETTER (Fee - \$250)

Requestor and Address \_\_\_\_\_  
\_\_\_\_\_

**RE: Property Address:** \_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_

### ZONING DESIGNATION:

**The Zone of the subject property is:** \_\_\_\_\_

**Is the subject property located in an overlay district?**

\_\_\_\_\_ Yes, within an Overlay District (If yes, please provide information regarding the overlay district) Name of Overlay District: Aquifer Protection Overlay

\_\_\_\_\_ No, not within an Overlay District.

### **Adjacent property zoning designations:**

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

### USE:

**The current use of the property is:** \_\_\_\_\_

\_\_\_\_\_ Permitted use by right

\_\_\_\_\_ Permitted as a Conditional use

\_\_\_\_\_ A copy of the Conditional use approval is attached.

\_\_\_\_\_ A copy of the Conditional use approval is no longer available. However, there is sufficient evidence in our records to verify that one was issued and still governs the property.

\_\_\_\_\_ Permitted as a Pre-existing legally nonconforming use (no longer permitted by right due to amendments, re-zoning, variance granted or other changes.) Date of construction: \_\_\_\_\_

### APPROVALS:

**Is the subject property part of a Planned Unit Development?**

\_\_\_\_\_ Yes, part of a PUD (If YES, please attached site development plan & approval records)

\_\_\_\_\_ No, not part of a PUD

Comment: \_\_\_\_\_  
\_\_\_\_\_

**Variances, Special Permits, Exceptions or Conditions:**

- \_\_\_\_\_ There are no variances, special permits, use permits, exceptions or conditions that are applicable to the subject property.
- \_\_\_\_\_ The following attached documents apply to the subject property.
- \_\_\_\_\_ Variance
- \_\_\_\_\_ Special Permit/ Special Use Permit.
- \_\_\_\_\_ Ordinance documents attached.
- \_\_\_\_\_ Conditions document attached.

**The subject property is currently regulated by:**

- \_\_\_\_\_ Section \_\_\_\_ of the Zoning Ordinance
- \_\_\_\_\_ Planned Unit Development Ordinance NO. \_\_\_\_\_ (copy attached)
- \_\_\_\_\_ Site Plan Case No. \_\_\_\_\_ (copy of plan and case attached)

Comment: \_\_\_\_\_  
\_\_\_\_\_

**The subject structure was developed:**

- \_\_\_\_\_ In accordance with current zoning code requirements and is Legal Conforming.
- \_\_\_\_\_ In accordance with previous zoning code requirements and is considered to be Legal Nonconforming to current code requirements.
- \_\_\_\_\_ In accordance with an approved site plan and is governed by the approved site plan.

Comment: \_\_\_\_\_  
\_\_\_\_\_

**REBUILD:**

**In the event of casualty, in whole or part, the structure located on the subject property:**

- \_\_\_\_\_ May be rebuilt in the current form (i.e. no loss of square footage, same number of dwelling units, same footprint with drive through(s) if applicable).
- \_\_\_\_\_ May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations, or requirements. Please see section \_\_\_\_\_ of the current zoning ordinance for details.

**In the event of casualty would a new Use Permit, Variances or other approvals be required? \_\_\_\_\_**

**What is the threshold that would trigger a new Use Permit, Variances or other approvals to be required? \_\_\_\_\_**

**CODE VIOLATION INFORMATION AND CERTIFICATES OF OCCUPANCY:**

**Are there any active zoning code violations on file for the subject property?**

\_\_\_\_\_ Yes, there are open violations. Copies are attached.

\_\_\_\_\_ No, there are no open code violations on file.

**Are there any active building code violations on file for the subject property?**

\_\_\_\_\_ Yes, there are open violations. Copies are attached.

\_\_\_\_\_ No, there are no open code violations on file.

**Are copies of certificates of occupancy available for the subject property?**

\_\_\_\_\_ Yes, Copies are attached.

\_\_\_\_\_ No, due to the age of the property copies are no longer available.

\_\_\_\_\_ No, we do not retain copies of certificate of occupancy.

\_\_\_\_\_ The absence of a certificate of occupancy is not considered to be a violation and will not lead to any enforcement action affecting the subject property. A new certificate of occupancy would only be required in the event of damage or destruction that would result in a building permit to be issued that would generate a new certificate of occupancy.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: Sean McDermott, Chief Building Inspector

Phone Number: 631-702-1820