

TOWN OF SOUTHAMPTON

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**DEPARTMENT OF LAND MANAGEMENT
PLANNING BOARD**
116 Hampton Road
Southampton, NY 11968



JAY SCHNEIDERMAN
TOWN SUPERVISOR

Phone: (631) 287-5735
Fax: (631) 287-5706

Application For Final Minor Subdivision Approval

Name of Application: _____

SCTM No.: _____

Property Address: _____

Application is hereby made to the Southampton Town Planning Board for approval of a Final Subdivision described herein.

Further, the following are submitted herewith:

1. Application fee \$ _____
(\$950 for each lot in the proposed subdivision, including all reserved parcels)
2. Paper prints of the survey map showing all contiguous holdings, the arrangements of lots, their metes and bounds, adjacent land owners and such other data required by the Planning Board to make all referrals (see attached lists and check with the office of the Planning Board).
3. Legal instruments (i.e. parkland dedications, scenic or other forms of open space easements, covenants, deed restrictions, etc. (PLEASE STATE)

.....
I. General Information

(a) Applicant's Name: _____

Address: _____

Phone No.: _____

(b) If the applicant is a corporation, give the name and title of the responsible officer:

Name: _____ Title: _____

(c) Landowner's Name: _____

Address: _____

- (d) Subdivision Engineer or Land Surveyor (Licensed)

Name: _____ License No. _____

Address: _____ Telephone No. _____

- (e) If the applicant does not own the property, prepare the endorsement at the end of this form establishing owner's authorization of the applicant's proposed subdivision of his land.

- (f) All communications with regard to this subdivision shall be addressed to the following person until further notice:

Name: _____

Address: _____

Telephone No.: _____

II. Proposed Site

- (a) The area of the proposed subdivision is _____ acres.
The number of lots is _____.

- (b) Deed or deeds are recorded in the County Clerk's Office:

Date: _____ Liber: _____ Page: _____

- (c) There are no encumbrances or liens against this land other than mortgages.

- (d) All buildings and structures are shown on the survey.

Existing structures not specifically shown and described on the survey will be removed.

Is a variance needed for any nonconforming buildings located on any of the lots? _____

- (e) All marsh and water areas are shown on the survey.
- (f) The subdivision is in the _____ zone(s).
- (g) The site will be serviced by the following special districts or utility companies:

Fire District: _____

Post Office: _____

School District: _____

Water District or Company: _____

Electric Company &/or Gas Company _____

- (h) Is the subdivision on a **County, State or Town** road? (Circle One)

Name of road(s): _____

- (i) Is the subdivision in a designated critical environmental area, as per SEQRA? (See Chapter 157-10, Town Code) _____

Check One: Type I Type II Unlisted Action

If a Type I Action, an Environmental Assessment Form, Part I must be enclosed with this application.

- (j) Does the minor subdivision layout cover the entire holdings of the owner?

If no, explain:

I hereby depose and say that all the above statements of information, and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.

I also hereby certify that the property being submitted for consideration by the Southampton Town Planning Board as a minor subdivision has not been divided from a larger parcel since May 6, 1975, and that the property in question was held in single and separate ownership by the undersigned, or a predecessor in title, on that date, and further certify that the undersigned is the sole owner of said property.

Signed

Sword before me this
_____ day of _____, 20____

Notary Public

Application for Final Plat Approval (Minor Process)

Subdivision Name _____ **Date** _____

Application is hereby made to the Southampton Town Planning Board for approval of the subdivision Final Plat designated above. The information on the original application is still correct unless amended by a revised application attached hereto.

Further, the following documents (checked below) are submitted herewith:

- _____ (1) The Final Plat, signed and approved by the Suffolk County Department of Health, plus at least eight (8) paper prints (see Section 60-18 A (2) of Rules And Regulations). One (1) Original, seven (7) copies are acceptable.
- _____ (2) The Final Drainage Plan and Street Profiles, at least five (5) paper prints (see Section 60-18 A (3) of Rules and Regulations)._
- _____ (3) Letters directed to the Planning Board and signed by a responsible official of the electric power agency, cable TV agency and water agency which have jurisdiction in the area, assuring provision of necessary services to the proposed subdivision, if applicable.
- _____ (4) Letters or copies of permits in appropriate cases directed to the Planning Board signed by a responsible official of the State Department of Transportation or the Suffolk County Department of Public Works approving proposed construction on state or county rights-of-way.
- _____ (5) Letters or copies of permits in appropriate cases directed to the Planning Board and signed by responsible State or County officials approving the plat as it may relate to planning and development on or to state or county rights-of-way, parks, buildings, airports and tidal waters (i.e. Tidal wetland permit).
- _____ (6) Letter directed to the Planning Board signed by a responsible official of the school district in which the subdivision is to be located acknowledging receipt of the subdivision plan.
- _____ (7) Offers of dedication for all properties, including street rights-of way, scenic easements, drainage easements, drainage structures, etc. to be conveyed to the Town of Southampton.

Landowner's Signature

Applicant/Subdivider's Signature

**THE FOLLOWING IS A LIST OF THE PLANNING BOARD'S
REQUIREMENTS FOR NUMBER OF COPIES OF FINAL PLAT**

Suffolk County Planning Commission (if applicable*)	3 copies - Final Plat 1 copy - Street Profiles 1 copy - Drainage Plan
Suffolk County Pine Barrens Review Commission (if applicable*)	1 copy - Final Plat 1 copy - Street Profiles 1 copy - Drainage Plan
Superintendent of Highways	1 copy - Final Plat 1 copy - Street Profiles 1 copy - Drainage Plan
Town Engineer	1 copy - Final Plat 1 copy - Street Profiles 1 copy - Drainage Plan
Planning Board - file copy	2 copies - Final Plat 1 copy - Street Profiles 1 copy - Drainage Plan
Town Trustees (if applicable*)	1 copy - Final Plat
Town Conservation Board (if applicable*)	1 copy - Final Plat
Fire District (if applicable*)	2 copies - Final Plat
Department of Fire Prevention (if applicable*)	1 copy - Final Plat
Architectural Review Board (*)	1 copy - Final Plat
Town Police - Traffic Safety	1 copy - Final Plat
Town Attorney/Town Clerk (if applicable*)	1 copy - Final Plat
Appraiser (if applicable*)	1 copy - Final Plat
New York State Department of Environmental Conservation (if applicable*)	1 copy - Final Plat 1 copy - Street Profiles 1 copy - Drainage Plan

* Check with Planning Board Office

AGRICULTURAL DATA STATEMENT

Pursuant to §283-a of the New York State Town Law, any application for a special permit, site plan approval, use variance or subdivision approval requiring municipal review and approval by the Town Board, Planning Board or Zoning Board of Appeals that would occur on property within an agricultural district containing a farming operation or on properties within 500 feet of a farm operation located within an agricultural district, shall include an Agricultural Data Statement. The law also requires that the reviewing Board mail written notice of such an application to the owners of land within the agricultural district that contains a farm operation, which is located within 500 feet of the boundary of the project site. The cost of the mailing shall be borne by the applicant.

1. Project Name: _____

2. Name of Applicant _____

3. Address of Applicant _____

4. SCTM # of Project _____

5. Project Location _____

6. Description of Project _____

7. If the property that is the subject of the pending development application is located in an Agricultural District, you must compile and submit a list of tax parcels, with owners names and addresses, for all tax parcels containing a farm operation located within 500 feet of the property that is the subject of the pending development application.

If the property that is the subject of the pending development application is located outside of an Agricultural District, you must compile and submit a list of tax parcels, with owners names and addresses, for all tax parcels containing a farm operation located within an Agricultural District and within 500 feet of the property that is the subject of the pending development application.

8. Submit a survey map showing the site of the proposed project relative to the location of farm operation parcels identified in item 6, above.
9. Submit legal size envelopes, pre-addressed to each of the parcel landowners identified in item 6, above with pre-paid certified mail postage, together with pre-addressed, green, return receipt cards for each mailing. The return address on the return receipt card must read "SOUTHAMPTON TOWN PLANNING BOARD, 116 HAMPTON ROAD, SOUTHAMPTON, NY 11968"

If you do not believe that you are subject to this requirement, please complete the following and sign below:

I have reviewed the requirements for the submission of an Agricultural Data Statement and find that said statement is not applicable to this application for the following reasons:

Applicant's/ Applicant Agent's Signature

**FINAL PLAT FOR MINOR REVIEW (§292-31)
SUBMISSION REVIEW FORM**

APPLICATION NAME: _____
CONTACT PERSON : _____
SCTM#: _____
PROJECT LOCATION: _____
NUMBER OF LOTS: _____
DATE: _____

SUBMISSION REQUIREMENTS:

- _____ Final Subdivision Application Form
- _____ Written request for a Minor subdivision as defined in §292-31 A.(1)
- _____ Copies of legal instruments covering parkland dedications or scenic and other forms of open space easements.
- _____ A copy of covenants or deed restrictions as are intended to cover all or part of the tract.
- _____ The final plat, signed and approved by the Suffolk County Department of Health and/or Suffolk County Environmental Control Board, plus at least five (5) paper prints.
- _____ The final drainage plan and street profiles, at least four (4) paper prints, or a written request for consideration of a contribution to the Drainage Fund as a waiver of the installation of such on-site drainage facilities as may be required.
- LETTERS FROM THE FOLLOWING AGENCIES, AS APPLICABLE:
 - _____ Electric Power Provider (assuring provision of necessary services)
 - _____ Water Service Provider (assuring provision of necessary services)
 - _____ Cable Service Provider (assuring provision of necessary services)
 - _____ State Department of Transportation (approving proposed construction on associated rights-of-way)
 - _____ Suffolk County Department of Public Works (approving proposed construction on associated rights-of-way)
 - _____ Applicable School district (acknowledging receipt of the subdivision plans)
- _____ Offers of dedication for all properties, including street rights-of-way, scenic easements, drainage easements, drainage structures, etc., to be conveyed to the Town of Southampton.
- _____ Wetlands Permit: Properties located within two hundred (200) feet of wetlands, the Planning Board shall not consider an application for a final plat approval complete until an application for a wetlands permit has been submitted.
- _____ Properties within the Agricultural Overlay District may be required to include a complete drainage plan or written request for consideration as to a contribution to the Drainage Fund as a waiver of the installation of such on-site drainage facilities

SUBDIVISION PLAT MEETING THE MAPPING REQUIREMENTS OUTLINED BELOW.

FEES:

APPLICATION FEE: \$900/LOT

REVIEW FEE: \$400 per lot with no roads & 5 lots or more
\$200 per lot with no roads & less than 5 lots

MAPPING REQUIREMENTS:

Title block:

- _____ Name of proposed subdivision.
- _____ Location by postal district.
- _____ Name and address of subdivider
- _____ Name, address, license number and seal of licensed land surveyor preparing the drawings.
- _____ Total acreage of entire tract.
- _____ Total number of proposed lots and zoning district.
- _____ Date of preparation and subsequent revision.
- _____ Scale (Graphic & Written) and North Arrow

Key maps:

- _____ Scale: 1" = 600'
- _____ Proposed subdivision streets.
- _____ Surrounding streets, existing and proposed.
- _____ Relationship to nearby highway or collector street.
- _____ Any municipal boundary within five hundred (500) feet of premises.

Boundary lines:

- _____ Subdivision boundary line.
- _____ Zoning district(s).
- _____ School and fire districts(s).
- _____ Incorporated village(s).

Streets, lots and easements:

- _____ Street rights-of-way and widenings of street rights-of-way:
- _____ Location, name and right-of-way width and ownership.
- _____ Notation of offer of dedication on widenings.

Lots:

- _____ Lot lines with bearings and dimensions with bearings to the nearest 20 seconds and dimensions to the nearest 0.01 of a foot:.
- _____ Identification numbers by a suitable system of consecutive numbers, regardless of sections.
- _____ Area of each lot to the nearest square foot shall be noted upon each lot.

Drainage easements and recharge basins:

- _____ Location and identification.
- _____ Width and other dimensions necessary for description.

Special parcels:

- _____ Description of proposed restriction or use, including a note where an offer of dedication is being made.
- _____ Boundary lines with bearings and dimensions.

Trails:

- _____ Location and identification.
- _____ Width and other dimensions necessary for description.

Water supply systems:

- _____ Location and size of water mains and/or wells.
- _____ Location of blowoff valves.
- _____ General location of fire hydrants or fire wells as recommended by the local Fire Commissioners.
- _____ Additional information as required by the Suffolk County Department of Health.

Sanitary waste disposal system:

- _____ Such information as required by the Suffolk County Department of Health, the Suffolk County Department of Environmental Control and the Town of Southampton.

Monuments:

- _____ Location of monuments, existing and proposed, shall be shown by this symbol
- _____ One (1) monument shall be located at each corner of the subdivision boundary and at each change in direction of the boundary.
- _____ Monuments shall be located at each street intersection and at each point of curvature and point of tangency.
- _____ Additional monuments shall be placed at points determined by the Town Engineer.

Drainage plan requirements:

- _____ Sheet size shall be either (18" x 20") or (36" x 20").
- _____ A complete drainage system for the entire subdivision, with development stages for each of the final plat sections, shall be shown. If more than one (1) sheet is required, a clearly drawn match line shall be shown on both sheets and on a key map.

- _____ The outline of all street rights-of-way, drainage easements, recharge basins and other related features shall be shown.

- _____ Precise street center-line gradients in percent indicated with arrows to establish the direction of flow shall be shown.
- _____ Critical street center-line elevations shall be shown.
- _____ Boundaries of stormwater runoff watersheds for each major drainage facility and their area in acres shall be shown.
- _____ Identification of drainage structures by type and whether existing or proposed shall be included.
- _____ All appropriate details and dimensions necessary to clearly explain the proposed construction, including type of construction, material, size, pitch and invert elevations, among other things, in accordance with good engineering practice shall be included.
- _____ Locations of test holes, description of soil conditions and water level at recharge basin locations and other points as required by the Town Engineer and/or Superintendent of Highways shall be shown.
- _____ Data for recharge basins shall include bottom elevation and high water elevation, water capacity and elevations along the top of the berm.

COMPLIANCE WITH PRE-APPLICATION REPORT

Street profile requirements:

- _____ Horizontal scale: one (1) inch equals fifty (50) feet.
- _____ Vertical scale: one (1) inch equals ten (10) feet.
- _____ A profile shall be submitted for each proposed street and for any existing street in the subdivision if it will affect the design. Where the Planning Board has authorized the use of a private lane within the subdivision to service rear area lots, a lane profile may be required.
- _____ The center-line profile, existing or natural and proposed, the typical cross section and a system of survey stations shall be included.
- _____ Notations as to percent of gradient, critical elevations and vertical curve data shall be included.
- _____ Location and invert elevation of all proposed drainage structures in street rights-of-way shall be shown.

Pavement construction and drainage design criteria shall comply with the requirements of the Superintendent of Highways' road and drainage standards for the Town of Southampton.

Notes:

Map Notations

Offer of dedication as follows:

_____ The subdivider has irrevocably offered to cede title to the Town of Southampton of the land areas designated for streets, widening of streets, drainage easements, parks, recharge basins and any other lands noted on this plat for dedication to the town. Approval of this final plat does not constitute acceptance by the town of the offer of dedication.

Compliance with zoning:

For a standard subdivision plat, the following note shall be used:

This is to certify that all lots and parcels shown on this plat comply with the requirements of the Town of Southampton Zoning Law.

Date _____
Signature of Surveyor

For a planned residential development subdivision plat, the following note shall be used:

This is to certify that all lots and parcels shown on this plat comply with the requirements of the Town of Southampton Zoning Law, except as modified by the Planning Board pursuant to § 278 of the Town Law and Chapter 247 of the Town Code. Such modifications of the applicable provisions of the Zoning Law, as noted hereon, have been granted simultaneously with the approval of this plat.

Date _____
Signature of Surveyor

Certification of approval:

This is to certify that this subdivision plat has been approved by the Planning Board of the Town of Southampton by resolution dated _____.

By _____ Date _____
(Chairman's or Secretary's signature)

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 answer 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>
_____	_____	_____
_____	_____	_____
_____	_____	_____

READ AND CHECK BOX

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): _____ **Sign:** _____ **Date:** _____

A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS “A” MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK

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.



Planning Division Fee Schedule

Fee Schedule	Effective 1/1/2022
Site Plan Application	
Site Plan Pre-Submission Application	\$1,200
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,200**
Area to be improved is greater than or equal to 500 sq. ft and less than 10,000 sq. ft. (Administrative or Planning Board Review)	\$2,200**
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.25 Per Sq. Ft. not to exceed \$15,000**
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,200**
Administrative Site Plan Review pursuant to Town Code §330- 183.1(A)(1) which does not increase the floor area, lot coverage, or footprint of any structures, including accessory structures; and which does not increase the number of tenants of a previously approved, unexpired site plan	\$300
Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if a certificate of occupancy has not been issued within 2 years of approval signature of plans (Administrative or Planning Board Review)	\$1,200
Agricultural Construction Permit Application on preserved farmland	\$1,200**
Deer Fence Application	\$525**

* **NOTE:** Includes any and all areas required and or proposed to be altered,
 excluding the area of any existing or proposed buildings.

** **FEES** will be doubled if work has commenced prior to submission of application.

Special Exception Applications	
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,200 (in addition to any site plan application fee)
Agricultural Greenhouse(s), having an aggregate or individual area footprint less than 2,000 sq. ft. and utilizing a plastic covering on a hoop frame with no continuous footing or foundation	\$525 (in addition to any site plan application fee)
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	Additional \$325

Department of Land Management
 Planning Division

Subdivision Applications - Application Type or Stage	
Transfer of Property	\$1,100 per lot
Pre-Application	\$800 per lot (excluding reserved parcels)*
Preliminary Application	\$900 per lot (excl. reserved parcels)*
Final Application	\$950 per lot (excl. reserved parcels)*
Waiver of Pre Application Report Extension Policy	\$300 (in addition to the extension fee)
Re-Approval of Expired Final Conditional Approval (with a hearing)	Full original final application fee
Re-Approval of Expired Final Conditional Approval (no hearing)	½ of the full original final application fee

* **NOTE:** Reserved Parcels = open space, parks, recharge areas, drainage areas, agricultural reserves, and homeowner association amenities

Wetland Permit Applications	
Wetland Permit *	\$800**

* **NOTE:** Flagging must be done by the Environment Division as a separate application and fee to the Environment Division.

** **FEES** will be doubled if work has commenced prior to submission of application.

Old Filed Map Application - Type of Application	
Development Section Approval	\$2,600
Amendment of Development Section Approval	\$1,300
Transfer of Development Right & Permission to Build	\$1,100 per lot
Abandonment of roads in an approved Old Filed Map Development Section or in conjunction with a Transfer of Development Right Declaration	\$300 per road
Additional Fees Type of Action	
Public Hearing (includes mailing list, posters & hearing notice publications)	\$75
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300
Archaeological Report Review	\$25
Legal Document Review	\$50
Site Disturbance Plan / Over Clearing	\$1,600**
<u>Planning Board Approvals:</u> Extension of Time including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K); one (1) year expiration of subdivision pre-application reports, special exception approval.	\$300

**Department of Land Management
Planning Division**

Administrative Review Approvals: Extension of time including but not limited to: 90 day deadline for submission of signed site plans; two (2) year deadline for project completion (C.O. or C.C.) \$300	
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$125
Work Session	\$125
Covenant / Easement Amendment or Interpretation	\$1,200
Abandonments unrelated to an Old Filed Map or Subdivision	\$525
Park Fees - Conservation Opportunity Subdivision	\$2,500 per dwelling unit or lot
Park Fees - Subdivision of two (2) lots or less	\$2,500 per dwelling unit or lot
Park Fees - Two (2) lot subdivision of parcel that existed as a single & separate lot prior to May 6, 1975 or a parcel that was on a subdivision map and was subject to a park fee at the time	\$2,500 per the net one lot increase
Development Rights Allocation Letter/Certificate	\$125