

## TOWN OF SOUTHAMPTON

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

Phone: (631) 287-5700

Fax: (631) 287-5754



JAYSCHNEIDERMAN  
TOWN SUPERVISOR  
WWW.SOUTHAMPTONTOWN.NY.GOV

JANICE SCHERER  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
CHIEF BUILDING INSPECTOR

---

DEPARTMENT OF LAND MANAGEMENT  
BUILDING AND ZONING DIVISION  
TOWN OF SOUTHAMPTON, NEW YORK  
COASTAL EROSION MANAGEMENT PERMIT  
APPLICATION INSTRUCTIONS

**NOTE:** The work covered by this application including the clearing of cover to grading may not be commenced before a Coastal Erosion Management permit herein is granted and a building permit is obtained.

**A. This application must be fully completed (by typewriter on in ink) and all of its requirements complied with. Four (4) copies (original plus three (3) duplicates) of the completed application along with the requirements listed below are to be submitted to the Building Inspector, who shall act as Administrator of the Coastal Erosion Hazard Law.**

**B. This application must be accompanied by:**

1. An Application Fee of \$1,000.00.
2. A detailed report of the specific purpose, nature and scope of the activity proposed. It shall include a report on the nature, extent and type of activity involved.
3. A survey at a minimum scale of 1 inch = 40 feet to be prepared by a civil engineer, or surveyor registered in New York State. The survey shall include those of the elements listed herein, which are appropriate to the proposed activity. This information, in total, shall constitute the survey.

**a. Legal Data**

1. Name and address of the owner of record.
2. Name and address of person, firm or organization preparing the surveying, sealed and signature.
3. Key map at 1 inch = 1,000 feet.
4. Date, north arrow, and written and graphic scale.
5. Property description shall be prepared by a licensed Surveyor or Civil Engineer. The survey may reference a land survey's map or base reference map. All distances shall be in feet and hundredths of a foot. All angles shall be given to the nearest ten (10) seconds or closer. The error of closure shall not exceed one in ten thousand (10,000).
6. The nature and full extent of the proposed regulated activity and site characteristics within two hundred (200) feet of the proposed activity. The area contained within this radius shall be termed the locus of activity.

7. All wetlands within two hundred (200) feet of the proposed activity, to correspond with the numbered flagged wetland boundaries activity as numbered and flagged on the site. (If present, a Wetlands (Natural Resources) Special Permit shall also be required.
8. The locations, names and existing widths of adjacent streets and curb lines within the locus of activity.
9. The location and owners of all adjoining lands within the locus of activity as shown on the latest tax records.
10. Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjoining the locus activity.
11. A complete outline of existing easements, deed restrictions or covenants applying to the locus of activity.
12. Existing zoning within the locus of activity.

**b. Natural features within the locus activity.**

1. Existing contours with intervals of two (2) feet or less referred to a datum satisfactory to the approving authority. In addition, spot elevations will be required where contour elevations are less than two (2) feet on the site.
2. Approximated boundaries of any areas within the five hundred (500) year flood boundary of the latest Flood Insurance Rate Map as established by the Federal Emergency Management Agent or other are subject to flooding or storm water overflows.
3. The boundaries of the Village of Coastal Erosion Hazard Area on the site.
4. Location of existing natural features such as water bodies, drainage courses, wetlands, marshes, dunes, bluffs beaches, escarpments, woodlands, flood hazard areas, surface waters, ground water within ten (10) feet or existing grade, agricultural soils, and any rate, threatened or endangered species of special concern.
5. A detailed description based on a minimum of two (2) borings of the soil strata. A minimum of one (1) boring shall be in the proposed location(s) of septic systems, drywell of similar recharge/drainage system.
6. Level of ground water at the location of the proposed septic systems and drywells.
7. Plans for reclamation of land disturbed during the construction of the principal and accessory structures and underground structures (i.e. pipeline and septic system).
8. Projected water utilization and quantities of sewage disposal during months of occupancy.
9. Field flagging or staking of the above activities as required by the Building Inspector.
10. Any additional topographical and perimeter surveys, hydrological computations, engineering studies and other factual or scientific data and reports as deemed necessary by the Building Inspector.
11. A completed Long Environmental Assessment Form, Part 1, may be required. In such cases no application shall be deemed complete until either a negative declaration has been issued, or in the case of a positive declaration, until a satisfactory draft environmental impact statement has been provided.

# TOWN OF SOUTHAMPTON

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



**JANICE SCHERER**  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

**MICHAEL BENINCASA**  
CHIEF BUILDING INSPECTOR

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

**JAYSCHNEIDERMAN**  
TOWN SUPERVISOR  
WWW.SOUTHAMPTONTOWNNY.GOV

## TOWN OF SOUTHAMPTON COASTAL EROSION MANAGEMENT PERMIT

SCTM #473689- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fee \_\_\_\_\_

Subject Property Location: \_\_\_\_\_  
House No. Street Hamlet

Application No. \_\_\_\_\_ Date \_\_\_\_\_ | Renewal (Permit # \_\_\_\_\_) Date \_\_\_\_\_

Zoning District \_\_\_\_\_ Land Area \_\_\_\_\_ Flood Zone \_\_\_\_\_

1. Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_

2. Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Interest (Owner, lessee, etc): \_\_\_\_\_  
Phone No. \_\_\_\_\_

**If the applicant is not the owner of the property, prepare endorsement at the end of the form-establishing owner's authorization of the applicant's request.**

3. Attorney or Agent: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_

4. Person Preparing Site Plan:  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Professional License: \_\_\_\_\_

5. Original signed & [Notarized Owners Endorsement](#); if applicant is other than owner

6. Signed & notarized [Open Government Disclosure Form](#)

Contact Person Email Address: \_\_\_\_\_

6. Description of Proposed Activity: (Additional Pages as Needed)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

I hereby depose and certify 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.

**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.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Department Use Only**

**APPROVED BY**

\_\_\_\_\_  
**JANICE SCHERER**  
Coastal Erosion Hazard Area Adm.

\_\_\_\_\_  
**Michael Benincasa Chief**  
Building Inspector

Coastal Erosion Permit For:

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

**A final inspection is required for this project. A Certificate of Compliance will then be issued. This Permit expires one (1) year from issuance date.**

**Choose CEHA conditions:**

- Traffic of all types, vehicle, machine, pedestrian, etc., will be prohibited from any and all existing dunes, except for those vehicles necessary for the approved activity.
- All vegetated existing areas shall be fenced with wood snow fencing and wooden posts to prevent damage by proposed construction.
- All disturbed areas will be restored and revegetated as per the accompanying plans dated \_\_\_\_/\_\_\_\_/\_\_\_\_
- All disturbed areas will be restored and revegetated to the satisfaction of the CEHA Administrator.
- Walkway must be installed 2' above all dune areas. A Building Permit is required. Contractor shall submit a sectional view of typical walkway construction in relation to the dune before work begins.
- All work shall proceed in conformance with Chapter 138 Coastal Erosion Hazard Areas of the Code of the Town of Southampton.
- Project will conform to all Flood Plain Regulations.
- Field flagging or staking of the following activities is required for this project.

- A breach of any one of the foregoing shall result in Stop Work Orders from this department.
- Other

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

# TOWN OF SOUTHAMPTON

DEPARTMENT OF LAND MANAGEMENT  
BUILDING AND ZONING DIVISION  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

PHONE: (631) 287-5700

FAX: (631) 287-5754

[WWW.SOUTHAMPTONTOWN.NY.GOV](http://WWW.SOUTHAMPTONTOWN.NY.GOV)



JAY SCHNEIDERMAN  
TOWN SUPERVISOR

JANICE SCHERER  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
CHIEF BUILDING INSPECTOR

---

## **IMPORTANT MESSAGE REGARDING HOUSE NUMBERS**

Southampton Town Code, Chapter [123-10F](#) will require that all Town residents display house numbers. The law requires that you use only the number assigned by the Town. **NO OTHER NUMBER SHOULD BE DISPLAYED AND NO INSPECTIONS WILL BE DONE BY THE BUILDING DEPARTMENT AT PROPERTIES WITHOUT A HOUSE NUMBER.**

If you have a different number for postal delivery, please file a change of address with your post office immediately. If your tax bill does not list a street number, or if you have a question regarding the law or the number assigned to you, please call the Assessor's Office at 283-6000

The following is a description of the manner of display and the style and size of the required house numbers:

### **A. Manner of Display.**

1. During construction period. The owner of a land parcel for which a building permit has been issued shall have the street address number displayed on a sign or a post located at the front of the property. In the case of a flag lot, at the street entrance of flag.
2. Existing and newly completed buildings. The owner of an existing building or newly completed building shall have the street address number displayed by permanently affixing or painting numerals, letters or script, stating the number, to the front of the building. Where the building is not close enough to the street, or is not readily visible from the street, the street address number shall be permanently affixed to a sign, post or mailbox located at the front of the parcel or lot where the building is situate.

### **B. Style and Size of Numbers.**

1. The numerals, letters or script used to display the street address number of the building shall be painted on a plaque or the front of the building, or made of metal or other durable material. The numerals, letters or script shall be at least four (4) inches in height. All street address numbers shall be displayed as to be easily seen from the street by both pedestrians and drivers of vehicles.

The proper posting of your house number will assist the Building Division during the inspection process and ensure prompt and timely inspections.