

# TOWN OF SOUTHAMPTON

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

Phone: (631) 287-5700  
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JANICE SCHERER  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
CHIEF BUILDING INSPECTOR

JAY SCHNEIDERMAN  
TOWN SUPERVISOR  
WWW.SOUTHAMPTONTOWN.NY.GOV

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## VILLAGE OF SAGAPONACK COASTAL EROSION HAZARD AREA LAW, CHAPTER 42 APPLICATION INSTRUCTIONS

**NOTE:** *Initial submissions of this form must be submitted to the Village of Sagaponack  
PO Box 600, 3175 Montauk Highway ▪ Sagaponack, NY 11962*

*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 curblines 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.

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## VILLAGE OF SAGAPONACK COASTAL EROSION HAZARD AREA LAW, CHAPTER 42 PERMIT APPLICATION

SCTM# 473615-\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_. Fee \_\_\_\_\_

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 owners authorization of the applicants request.

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

Address: \_\_\_\_\_

4. Person Preparing Site Plan:

\_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Professional License: \_\_\_\_\_



**For Department Use Only  
APPROVED BY**

\_\_\_\_\_  
**Janice Scherer  
Coastal Erosion Hazard Area Adm.**

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

Village of Sagaponack 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 42 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

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