

# Town of Southampton

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

Phone: (631) 287-5735  
Fax: (631) 287-5706  
WWW.SOUTHAMPTONTOWN.NY.GOV



JAY SCHNEIDERMAN  
TOWN SUPERVISOR

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JACQUI LOFARO  
VICE CHAIRPERSON  
DENNIS FINNERTY

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ROBIN LONG  
JOHN D. ZUCCARELLI

## Application For Final Major Subdivision Approval

Name of Application: \_\_\_\_\_

SCTM No.: \_\_\_\_\_

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

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

Further, the following are submitted herewith:

1. Application fee \$ \_\_\_\_\_  
(**\$950** for each lot in the proposed subdivision, including all reserved parcels)
2. The Final Plat, signed and approved by the Suffolk County Department, plus at least eight (8) paper prints (See Section 60-18 A (2) of Rules and Regulations).
3. The Final Drainage Plan and Street Profiles, at least five (5) paper prints (see Section 60-18 A(3) of Rules and Regulations).
4. 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.
5. 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 right-of-ways.
6. Letters or copies 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 right-of-way, parks, building, airports and tidal waters (i.e. Tidal wetland permit).
7. Letters 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.

8. Offers of dedication for all properties, including street right-of-ways, scenic easements, drainage structures, etc to be conveyed to the Town of Southampton
  
9. Balance of review fee in the amount of \$ \_\_\_\_\_ if there are no new subdivision roads [see Section 60-29 (c)].

**PLEASE NOTE: ALL NEW APPLICATIONS MUST GO TO THE ENGINEERING DIVISION FOR PAYMENT OF FEES PRIOR TO SUBMITTING APPLICATION TO PLANNING.**

\_\_\_\_\_  
Landowner's Signature

\_\_\_\_\_  
Applicant/Subdivider's Signature

(If landowner or name of map has changed since the preliminary application, please advice in separate cover letter.)

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I. (a) Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_

(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) \_\_\_\_\_

Circle 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.

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Signed

Sword before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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Notary Public

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

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Applicant's/ Applicant Agent's Signature





## Planning Division Fee Schedule

Fee Schedule	Effective 1/1/2021
<b>Site Plan Application</b>	
Site Plan Pre-Submission Application	<b>\$1,200</b>
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	<b>\$1,200**</b>
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)	<b>\$2,200**</b>
Area to be improved is greater than or equal to 10,000 sq. ft.	<b>\$0.25 Per Sq. Ft. not to exceed \$15,000**</b>
Site Plan Amendment Application (Administrative or Planning Board Review)	<b>\$1,200**</b>
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	<b>\$300</b>
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)	<b>\$1,200</b>
Agricultural Construction Permit Application on preserved farmland	<b>\$1,200**</b>
Deer Fence Application	<b>\$525**</b>

\* **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.

<b>Special Exception Applications</b>	
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	<b>\$1,200 (in addition to any site plan application fee)</b>
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	<b>\$525 (in addition to any site plan application fee)</b>
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	<b>Additional \$325</b>

Department of Land Management  
 Planning Division

<b>Subdivision Applications - Application Type or Stage</b>	
Transfer of Property	\$1,050 per lot
Pre-Application	\$800 per lot (excluding reserved parcels)*
Preliminary Application	\$875 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

<b>Wetland Permit Applications</b>	
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.

<b>Old Filed Map Application - Type of Application</b>	
Development Section Approval	\$2,600
Amendment of Development Section Approval	\$1,300
Transfer of Development Right & Permission to Build	\$1,050 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
<b>Additional Fees Type of Action</b>	
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300
Site Disturbance Plan / Over Clearing	\$1,600**
Extension of Time (including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K), 90 day deadline for submission of signed site plans receiving administrative review approval, 1 year expiration of subdivision pre-application reports, special exception approval)	\$275
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$125

**Department of Land Management  
Planning Division**

Pre-submission work session other than site plans and any work session beyond the 2nd post-submission work session for any type of application	<b>\$125</b>
Covenant / Easement Amendment or Interpretation	<b>\$1,200</b>
Abandonments unrelated to an Old Filed Map or Subdivision	<b>\$525</b>
Park Fees - Conservation Opportunity Subdivision	<b>\$2,500 per dwelling unit or lot</b>
Park Fees - Subdivision of two (2) lots or less	<b>\$2,500 per dwelling unit or lot</b>
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	<b>\$2,500 per the net one lot increase</b>
Development Rights Allocation Letter/Certificate	<b>\$100</b>