

DEPARTMENT OF LAND MANAGEMENT

PLANNING BOARD
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Southampton, NY 11968

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TOWN OF SOUTHAMPTON



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**REQUEST TO BUILD IN AN APPROVED
OLD FILED MAP DEVELOPMENT SECTION**

Application Name: _____
(Current Corresponding Address)

Name of Old Filed Map : _____
(Map No. and Sect./Part) _____

Suffolk County Tax Map No.: 900 - _____

A. Submission Information:

Application is hereby made to the Southampton Town Planning Board for permission to build one single family dwelling on a development parcel designated on an approved Old Filed Map Development Section in accordance with the provisions of Section [330-53](#) (Old Filed Map Overlay District) of the Code of the Town of Southampton.

Further, the following are submitted herewith in support of this request (check those appropriate, write NA where not applicable):

- 1. Application Fee of \$1,000.00 per lot pursuant to Section [330-53G](#)
Checks made payable to the **Town of Southampton**
- 2. Guaranteed survey for the parcel which is to be built upon;
See Section [330-55](#) (a) (1). Said survey should also depict the location of the proposed dwelling and any accessory uses or structures, including driveways.
- 3. Guaranteed survey for each of the parcels from which residential development rights are being transferred.
- 4. Title Certification for the subject parcel and for all parcels from which residential development rights are being transferred. Said certification shall also include proof of single and separate ownership for all parcels in question.
- 5. Executed "TDR Declaration" in form for recording in the Suffolk County Clerk's office; see Section [330-53](#) (a)(4) for minimum requirements. A sample declaration is available in the Planning Department upon requests.

___ 6. Offers of dedication, road widening easement, certificates of road abandonment, scenic or conservation easements, and any other instruments required to implement the provisions of the approved development section. Please list which documents are being submitted, if any:

___ 7. Payment in the amount of \$ _____ for public improvements if this option was part of the approved program for the development section. If no program was approved for the development section; the Planning Board will advise you of required improvements options upon submission of the application (See Section [243-6](#) of Town Code).

___ 8. Any additional information which may support this request (i.e. SCDHS approval, wetland permit, etc.). Please list what is submitted:

B. General Information:

___ 1. Name of applicant (s): _____
Address: _____
Phone No.: _____

If the applicant does not own the property, or if the owner is a Corporation or a Partnership, prepare endorsement at the end of this form establishing owner's authorization of the application's request.

___ 2. If the applicant is a corporation (or Partnership), give the name and title of the responsible officer:

Name: _____
Title: _____
Address: _____
Phone No.: _____

___ 3. Name of Landowner (s): _____
Address: _____
Phone No.: _____

___ 4. Name of Licensed architect, landscape architect, civil engineer and/or surveyor who prepared the plan:

Name: _____
Name of Firm: _____
Address: _____
Phone No.: _____

___ 5. Name of Attorney: _____
 Name of Firm: _____
 Address: _____
 Phone No.: _____

___ 6. All communications with regard to this application shall be addressed to the following person until further notice:

Name: _____
 Address: _____
 Phone No.: _____

C. Project data for lot being built upon:

1. General location of Property _____
(north/west/south/east)
 of _____, approx. _____
(street of road) (feet) (north/east/south/west)
 of _____ in _____
(nearest interesting street) (hamlet)

2. The property which is to be built upon is shown as
 Lots, Block _____,
 on the Map of _____,
 filed on _____,
 as Map No. _____, Sect./Part _____.

3. The property is shown as Development Parcel(s) _____
 on the Development Section map approved by the Planning Board on _____.

4. Lot area: _____ sq.ft.

5. Zoning Disitric(s): _____
 Min. Lot Size: _____
 Special Overlay District(s): _____

6. Amount of residential development rights which must be transferred to the property:
 _____ sq.ft.

7. School District: Are sending rights being sent from an outside School District? If so,
 which School District(s): _____

D. Project data for parcels from which residential development rights are being transferred:

1. General location of Property _____
(north/west/south/east)
 of _____, approx. _____
(street of road) (feet) (north/east/south/west)
 of _____ in _____
(nearest interesting street) (hamlet)

2. The parcel(s) from which residential development rights are being transferred is shown as Lots _____, Block _____, on the Map of _____, filed on _____, as Map No. _____, Sect./Part _____.
(Attach separate sheet if additional parcels must be listed)

3. Lot area: _____ sq.ft.

4. Zoning District(s): _____
Min. Lot Size: _____
Special Overlay District(s): _____

5. Amount of residential development rights which must be transferred to the property: _____ sq.ft.

6. School District:
 Are sending rights being sent from an outside School District?
If so, which School District(s): _____

I hereby depose and certify that all of the above statements of information, and all statement and information contained in the supporting documents and drawing submitted herewith are true and correct.

Applicant's Signature

Sworn before me this
_____ day of _____

Notary Public



Planning Division Fee Schedule

Fee Schedule	Effective 1/1/2021
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

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Subdivision Applications - Application Type or Stage	
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

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	\$1,050 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
Additional Fees Type of Action	
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

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Pre-submission work session other than site plans and any work session beyond the 2nd post-submission work session for any type of application	\$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	\$100