

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

# TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN  
TOWN SUPERVISOR

CHAIR  
JACQUI LOFARO

VICE CHAIRPERSON  
DENNIS FINNERTY

SECRETARY  
PHILIP A. KEITH

BOARD MEMBERS  
JOHN J. BLANEY  
GLORIAN BERK  
ROBIN LONG  
JOHN D. ZUCCARELLI

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

## SUBDIVISION PRELIMINARY APPLICATION

Application Name: \_\_\_\_\_  
Suffolk County Tax Map No.: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Application Fee: \_\_\_\_\_ (\$875.00 per lot)

*\*\*Suffolk County's current financial situation has led the legislature to adopt Resolution #809-1991 which authorizes fees for certain actions and applications submitted to the offices of the Suffolk County Planning Commission.*

*As of January 1, 1992, zoning and subdivision actions and applications requiring significant review will be subject to a \$50 fee for each zoning action and \$25 per lot for each subdivision application. Actions on a Town or Village motion will be exempted from the fees. Please notify all applicants subject to County review of the requirement of County processing fee. This office will bill the applicant directly once the need for significant review is determined. \*\**

### 1) GENERAL INFORMATION

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 \_\_\_\_\_  
Phone No.: \_\_\_\_\_

d) 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.

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

Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

**2) PROJECT INFORMATION**

Check map for which application is being made:	Standard Yield		PRD (Cluster)		Reduced Yield	
Total acreage of site						
Number of lots (proposed/affordable)						
Open Space (acreage/percentage)						
Class I & II agricultural soil (acreage/preserved)						
Park area provided (0.05 ac/lot)						
Wetland & Surface water area (acres or sq. ft)						
Linear feet of roadways						
Are any streets, parks to be dedicated						
Drainage (structures, fund or none)						
Average lot size (sq. ft.)						
Proposed easements/covenants (yes/no)						
Existing easements/covenants (yes/no)						
Existing trails (yes/no)						
Existing Structures (yes/no)						
Encumbrances/liens (if yes, provide added information)						
Water supply (private well or public main)						

SERVICES: (Indicate the following special districts or utilities that will serve the project)

Fire District: \_\_\_\_\_

School District: \_\_\_\_\_

Water District or Company: \_\_\_\_\_

Post Office: \_\_\_\_\_

Electric and/or gas company: \_\_\_\_\_

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.

\_\_\_\_\_

Applicant's Signature

Sworn before me this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Notary Public

## PRELIMINARY PLAT REFERRALS

In the process of reviewing your preliminary subdivision application subdivision the Planning Board must refer plans to various Advisory Agencies. These agencies have been listed below, along with number of copies of plans and Environmental Assessment Forms (EAF) which they require. When submitting a preliminary application to the Planning Board you must include the appropriate number of plans and EAF's for referrals. Failure to submit the correct number will result in the application being deemed incomplete and will cause considerable time delays in the processing of your application. Please consult this list for those agencies which must receive a referral and provide the appropriate number of copies. If you are unsure about which agencies must receive a referral, please contact the Planning Department before submitting your application.

**DO NOT MAKE REFERRALS DIRECTLY TO THESE AGENCIES  
REFERRAL MUST BE SENT FROM THE PLANNING BOARD**

Advisory Agency	Plans Standard	Plans PRD	Road & Drainage Plans & Calculations	EAF
<b>All Applications:</b>				
Planning Board	3	3	1	1
S.C. Dept. of Health Services	1	1	1	1
Town Conservation Board	1	1	1	1
Town Engineer	1	(1)	1	1
Town Parks & Recreation Dept.	1	1		
Fire Commissioners	2	(2)		
Town Fire Prevention Office	1	(1)		
Town Police Dept.	1	(1)		
<b>All proposing access to a County Road:</b>				
S.C. Dept. of Public Works	3	(3)	1	1
<b>Applications proposing access to a State Road:</b>				
NYS Department of Environmental Conservation	1	(1)	1	1
<b>Applications which require DEC Permits or abut DEC Lands:</b>				
NYC Department of Environmental Conservation	1	1	1	1
<b>Application located in County Pine Barren Zone:</b>				
SC Pine barren Commission	1	1	1	1
<b>Applications which must be referred to County:**</b>				
SC Planning Commission	3	3	1	
<b>Applications proposing new roads or improvement to existing roads:</b>				
Town Highway Dept.	1	(1)	1	
<b>Applications proposing access to Town Trustee Roads:</b>				
Town Trustees	1	(1)		
<b>Circle applicable referrals and TOTAL</b>				

If a PRD (Planned Residential Development) is proposed, you must also prepare a preliminary Standard Development which officially establishes the lot yield permitted under zoning. Some agencies require both the PRD and Standard Development and some require only the PRD.

Those agencies requiring both plans are: Planning Board, S.C. Dept. of Health Services, Town Conservation Board, Town Parks & Recreation Dept., N.Y.S. Dept. of Environmental Conservation, S.C. Pine Barrens Commission and S.C. Planning Commission.

Those agencies which require only a PRD have the number of copies in parentheses. These agencies are: Town Engineer, Town Police Dept., Fire District, town Fire Prevention Office, S.C. Dept. of Public Works, N.Y.S. Dept. of Transportation, Town Highway Dept. and Town Trustees.

Road and Drainage Plans need not be prepared for the Standard Development when a PRD is proposed. They must, however, be prepared on the PRD for referral to those agencies that review road and drainage plans.

\*\* Projects fronting on or within 500 feet of a county or state road, or tidal water body and projects within 1 mile of an airport.

TOWN OF SOUTHAMPTON

DEPARTMENT OF LAND MANAGEMENT
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

PHONE: (631) 283-6000
WWW.SOUTHAMPTONTOWN.NY.GOV



JAY SCHNEIDERMAN
TOWN SUPERVISOR

JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

PLEASE NOTE: If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement. If the owner or owners are making the application, this endorsement is not required.

OWNER'S ENDORSEMENT

STATE OF NEW YORK)
ss:
COUNTY OF SUFFOLK)

\_\_\_\_\_, being duly sworn, deposes and says:

- I am: (check one)
1. the sole owner in fee
2. a part owner in fee
3. an officer of the corporation which is the owner in fee of the premises described in the foregoing application.
4. designated party authorized to act pursuant to a trust or other legal document.
5. member/owner(s) of Limited Liability Corporation (LLC).

(if you checked #3, #4 or #5, please provide proof of legate (i.e.: Corporate Resolution; Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Attorney-Opinion Letter; Letter of Probate; Power of Attorney, etc.)

I reside at \_\_\_\_\_
Mailing Address
\_\_\_\_\_
Hamlet/Post Office/Village State Zip Code

I have authorized \_\_\_\_\_
to make the foregoing application (name and/or #) \_\_\_\_\_
to Southampton Town for approval as described herein.

\_\_\_\_\_  
Signature

(If owner is a corporation, please indicate name of corporation and the title of the corporate officer whose signature appears above)

Sworn before me this
\_\_\_\_ day of \_\_\_\_\_, 20\_\_
Notary Public

# TOWN OF SOUTHAMPTON

## DEPARTMENT OF LAND MANAGEMENT

116 Hampton Road  
Southampton, NY 11968  
631-283-6000

[www.southamptontownny.gov](http://www.southamptontownny.gov)



**JANICE SCHERER**  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

**JAY SCHNEIDERMAN**  
TOWN SUPERVISOR

## Open Government Disclosure Form

(Zoning Board of Appeals, Planning Board, Conservation Board, all other Land Management Review)

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

\_\_\_\_\_, being duly sworn, deposes and says:

Print Name

I am the owner and/or applicant for a project that is the subject of a pending application before the Southampton (Check one)  
 **Zoning Board of Appeals**,  **Planning Board**,  **Conservation Board**  **all other Land Management Review**. I make this affidavit under penalty and swear to the truth herein. I am aware that this affidavit is required by General Municipal Law §809 and Southampton Town Code [Chapter 23](#) and that I shall be guilty of a misdemeanor should I knowingly or intentionally fail to make all disclosures herein. I am also aware that I may be subject to the penalties in Southampton Town Code [§23-14](#) should I knowingly or intentionally fail to make all disclosures herein.

1. The application name is: \_\_\_\_\_
2. I reside at \_\_\_\_\_
3. The officers of the applicant corporation/owner corporation are as follows:  
 Pres. \_\_\_\_\_ Sec. \_\_\_\_\_  
 Vice Pres. \_\_\_\_\_ Treas. \_\_\_\_\_

4. Do any of the following individuals have an interest in the owner or applicant (as defined on page iii, note “A”)?

	<u>Yes</u>	<u>No</u>
A. Any official of New York State	<input type="checkbox"/>	<input type="checkbox"/>
B. Any elected or appointed official or employee of Southampton Town or Suffolk County	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to Question 4 is YES, General Municipal Law §809 and Town Code [Chapter 23](#) require that you disclose the name and the nature and event of the interest of said individual(s) in the owner or applicant.

<u>Name</u>	<u>Residence</u>	<u>Nature of Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**

<b>Fee Schedule</b>	<b>Effective 1/1/2021</b>
<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>