

TOWN OF SOUTHAMPTON

Department of Land Management

Zoning Board of Appeals

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The Zoning Board of Appeals adopted the following policies at its March 16, 2017 meeting.

2017 Policies for the ZBA

Prior to the meeting, please be advised of the following:

- Affidavit of mailing along with certified receipts must be submitted to the ZBA the Wednesday prior to the public hearing. All certified receipts (and green cards if submitted) must include the application name and “ZBA” on it.
- Applicants are not entitled to a full board at the hearing.
- Adjournments of public hearings must be requested in writing one week in advance of the hearing with an explanation of the reason for the adjournment and a \$75 fee for a new hearing date will be charged. This fee may be waived by the Board if the applicant is waiting for information from other agencies/boards or for SEQRA purposes and has informed the Board of such in writing.
- An application for which the public hearing has been postponed on three or more occasions shall be subject to being denied without prejudice, at the discretion of the board.

During the meeting, please be advised of the following:

- Cell phones must be turned off or to silent mode.
- No talking in the audience as it interferes with the recording devices. All conversations must be held in the hallway quietly.
- All photographs, aerials, charts and written submissions must include the application name, tax map number, and a brief description of the item submitted.

After the meeting, please be advised of the following:

- Written submissions, revised surveys, revised plans etc. must be received by noon the Friday before the decision is scheduled.
- Applicants are not entitled to a full board for a vote.
- Adjournments of decisions must be requested in writing one week in advance of the decision with an explanation for the request. Decisions postponed at the applicant’s request for more than 2 months may be subject to being re-opened by the Board.

Generally:

- All revised surveys and plans must have the most recent revision date indicated on the survey.
- All site plans submitted in lieu of a survey must reference the survey used to create the site plan.
- All photographs, aerials, charts and written submissions must include the application name, tax map number, and a brief description of the item submitted.