

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

TOWN OF SOUTHAMPTON



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ADDITION/RENOVATION

TO: LANDMARKS AND HISTORIC DISTRICTS BOARD

FROM: _____

DATE: _____

**RE: REQUEST FOR CONFIRMATION LETTER
REGARDING ADDITION/RENOVATION
TO STRUCTURE BUILT PRIOR TO 1941**

Date Stamp Here:

NOTE: Full name and address of the Owners(s) or Responsible Corporate Officer must be provided

Property Owner: _____ Phone No.: _____

SCTM Number: _____

Property Address: _____

Mailing Address: _____

E-mail Address: _____

Age of Structure Cited for Proposed Work: _____

All of the following documentation verifying age and location of structure(s) must be submitted:

(NOTE: documents larger than 11"x17" cannot be accepted)

- Town of Southampton Owner's Endorsement, if other than the Property Owner is filing
- Certificate of Occupancy – Certificate #: _____
- Assessor Records
- Letter addressing ALL of the following:
 - ❖ A brief description of the nature of the proposed work
 - ❖ A description of the land on which the proposed work is to be done
 - ❖ A statement of use or occupancy of all parts of the land and the building(s)
- Construction Documentation including:
 - (1) Color photographs of the interior and exterior of all structures
 - (2) An existing and proposed site plan
 - (3) Architectural drawings, including plans and elevations of the proposed construction
 - (4) A structural engineer report regarding condition/integrity of all structures **OR**
 - By checking this box pursuant to §123-9 E (1)(f), I hereby request the Landmarks Board to waive the requirement for a structural engineering report for the following reason(s) [attach separate narrative if needed]: _____
- Other: _____

Note: The Landmarks and Historic Districts Board meets on the third Tuesday of every month at 7:00 p.m. in the Town Council Conference Room on the second floor of Town Hall. **DEADLINE** for submission is the 1st Tuesday of every month.

Owner/Authorized Agent Signature