

## DEPARTMENT OF LAND MANAGEMENT

PLANNING BOARD  
116 Hampton Road  
Southampton, NY 11968

Phone: (631) 287-5735  
Fax: (631) 287-5706  
www.southamptontownny.gov

## TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN  
TOWN SUPERVISOR

**CHAIR**  
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## SITE PLAN/SPECIAL EXCEPTION APPLICATION FORM

This application form is required as part of any request to process the action listed below. In addition, Chapter [§330](#) of the Town of Southampton Code requires specific material to be submitted in conjunction with this form. Other required items are indicated on the attached application checklist. It is the applicant's responsibility to insure that application package is complete and accurate. Incomplete applications will not be processed.

1. All applications must be completed in full and comply with [§330](#) of the Town Code. Incomplete application packages will not be accepted.
2. These instructions and the application form shall be read carefully and understood before completing. Any questions should be referred to the Planning Division, Ph: 631-287-5735.
3. As per [§330-183](#) of the Zoning Law, a complete Site Plan application shall consist of the following: *(check those appropriate)*
  - Application form and copies in appropriate numbers  
*(a minimum of fifteen copies and additional copies if necessary)*
  - Appropriate Site Plan review fee (See [§ 330-183B](#))
    - Area to be improved is less than 500 sq.ft. **\$1,100**
    - Area to be improved is greater than or equal to 500 sq.ft. and less than 10,000 sq.ft. **\$2,100**
    - Area to be improved is greater than or equal to 10,000 sq.ft.: **\$.25 per sq.ft.** *(not to exceed \$15,000)*
  - Site Plans, in appropriate quantity *(a minimum of fifteen copies and additional copies if necessary)* complying with minimum submission requirements listed in [§330-183-C](#). The site plan may include landscape/grading plans, lighting plans, drainage plans, architectural building elevations and floor plans
  - Appropriate Environmental Assessment Form (EAF, if necessary. Check Town Code [§157](#) and with the Planning Department).
4. A complete Special Exception application shall consist of the four items (a-d) mentioned in number 3 above, plus the following (check those appropriate, write NA where not applicable).
  - Legal petition, signed and notarized, explaining in detail how the proposed project will comply with Special Exception Standards.
  - Fee of **\$1,100** (plus **\$325** for special conditions and safeguards) (separate from review fee)

5. A minimum of fifteen sets of applications and plans are required. Additional copies of the application (SP and/or SE) and site plan may be necessary, if the following conditions are met:

- 2- Wetlands Permit required (See Chapter §325 of Southampton Town Code)
- 1- Project fronts a County Road
- 3 - Project fronts a State Road
- 1 - Special Exception Permit
- 1 - Project located in Pine Barrens compatible growth area or core area

\_\_\_\_\_ Total Copies

6. Application is hereby made to the Southampton Town Board for a Construction Permit for buildings and other structures customarily accessory and incidental to agricultural production as defined by Section 301 of the New York State Agricultural and Markets Law and in accordance with the provisions of the Zoning Law of the Town of Southampton Article X Agricultural Overlay District, Section § [330-50](#)

Farmlands Preservation Program. Further, nine (9) copies of the following are submitted herewith (check those appropriate, write NA where not applicable).

- A copy of the approved subdivision map defining the grant easement (agricultural reserve) and the location of the proposed construction, if applicable.
- A copy of the recorded grant easement (agricultural reserve) or development rights indenture
- A copy of the Planning Board resolution approving the subdivision plan and other covenants, if applicable.
- A site plan, at a scale of no less than one (1) inch equals forty (40) feet, prepared by an architect, civil engineer, or surveyor, and consisting of the following information unless waived by the Farmland Permit Administrator.
- Agricultural Construction Permit Application Fee **\$1,100.00**

7. A [Fee Schedule](#) is included in this package.

**PLEASE NOTE: If the site was subject of a previous site plan approval then new site plans may be necessary for the Special Exception request, however, the required number of as built surveys and petitions are still required.**

**Application Name:** \_\_\_\_\_

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

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

**I. General Information**

a) Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_

b) Name of Business (Existing or Proposed): \_\_\_\_\_  
Address: \_\_\_\_\_

c) If the applicant is a corporation, give the name and title of the responsible Officer:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

d) Landowner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

e) Licensed Architect, Landscape Architect, Civil Engineer or Land Surveyor  
Name: \_\_\_\_\_  
License No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

f) If the applicant does not own the property, prepare the [Owner Endorsement Form](#) at the end of this packet establishing authorization of the applicant's proposed subdivision of his land.

g) All communications with regard to this subdivision shall be addressed to the following person until further notice:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_

**II. Proposed Site**

a) General location of Property \_\_\_\_\_  
of, \_\_\_\_\_, approx. \_\_\_\_\_  
(street or road)

( \_\_\_\_\_ )  
feet) (north/east/south/west)  
of, \_\_\_\_\_, m. \_\_\_\_\_  
(nearest interesting street)  
(hamlet)

b) Total area under consideration: \_\_\_\_\_ sq. ft. or  
\_\_\_\_\_ acres.

c) Zoning District(s):  
Zoning Districts of adjoining Properties:

- d) Zoning Overlay(s) (Please check all that apply)
- i.  Agricultural\*
  - ii.  Aquifer Protection
  - iii.  Tidal Flood Plain
  - iv.  Tidal Wetland & Ocean Beach
  - v.  Old Filed Map
  - vi.  Archaeological\* (NYS Circles and Squares map)

\*Include a survey showing the location of Class I and II prime agricultural soils

e) Latest Deed(s) describing this parcel(s) is/are recorded in the Suffolk County Clerk's Office as Follows:

| DATE: | LIBER: | PAGE: |
|-------|--------|-------|
|       |        |       |
|       |        |       |
|       |        |       |

f) Are there any encumbrances or liens against this land other than mortgages?  Yes  No

g) Description of Project:  
In the space below, please provide a description of the project, the proposed use and operation thereof, including a detailed explanation of the design concept, the objective of the project sponsor and how the project is or is not in compliance with the Town Code.

Additional sheets may be added if necessary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. Characteristics of Site and Surrounding Lands**

a. Current land use of site (agricultural, commercial, undeveloped)

\_\_\_\_\_

b. Current conditions of site (building, brush, etc.)

\_\_\_\_\_

\_\_\_\_\_

c. Character of surrounding lands (within 200 feet) (residential, commercial, agriculture, wetlands, etc)

\_\_\_\_\_

\_\_\_\_\_

**IV. Nature of Use** (i.e. retail, office, warehouse): \_\_\_\_\_

**IV. Nature of construction:**

a. Anticipated construction time: \_\_\_\_\_

b. Will Development be staged? YES:  NO:

**V. Impact:**

a. Anticipated increase in number of residents, shoppers, employees, etc.

\_\_\_\_\_

**VI. Zoning:**

a. Has an application been made to the Zoning Board of Appeals for this property? YES:  NO:

If yes, please list the name of application and date of determination.

\_\_\_\_\_

b. Is a Change of Zone requested at this time? YES:  NO:

**VII. Buildings:**

a. Are all buildings and structures shown on the survey? YES:  NO:

b. Existing Building Area Coverage: Square Feet: \_\_\_\_\_ Percent Lot: \_\_\_\_\_

c. Proposed Building Area Coverage: Square Feet: \_\_\_\_\_ Percent Lot: \_\_\_\_\_

d. Height of Proposed Buildings: Feet: \_\_\_\_\_ Stories: \_\_\_\_\_

e. Residential Buildings: Number of Dwelling Units by Size

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Non-Residential Buildings: Total Floor area and Total Sales area

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. Is a cellar proposed? YES:  NO:

h. Proposed siding material: \_\_\_\_\_

Roofing material: \_\_\_\_\_

Construction Type: \_\_\_\_\_

i. Are fire-walls proposed or necessary? YES:  NO:

j. Standard Industrial Classification Code Number:

\_\_\_\_\_

(as identified in the Table of Use Regulations listed in the Town Code)

**VIII. Utilities**

The site will be served by the following utilities:

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

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

Electric and/or Gas Company: \_\_\_\_\_

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

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

**IX. Signs**

- a. Are there any existing free-standing or attached signs? ..... YES:  NO:   
(all signs must be indicated on site plan.)
- b. Have sign permits been obtained for all existing signs? ..... YES:  NO:
- c. Are free-standing or attached signs proposed? ..... YES:  NO:

\*\*Plans indicating location, size, colors and materials of all proposed signs must be submitted with the site plan application. A [Sign Permit](#) from the Building Department must be obtained for all signs.

**X. Parking**

- a. Number of off-street parking spaces required as calculated using the Schedule of Off-Street Parking Space Requirements for Non-Residential Uses, listed in Section [330-94](#) of the Town Code:  
\_\_\_\_\_
- b. Number of existing parking spaces: \_\_\_\_\_
- c. Number of handicap parking spaces provided (must be at least 5% of total parking spaces provided.): \_\_\_\_\_
- d. Number of truck loading spaces: \_\_\_\_\_
- e. Is a parking waiver requested? YES:  NO:  If yes, for how many spaces? \_\_\_\_\_

Note: a formal letter requested waiver must be submitted separately along with this application

**XI. State Environmental Quality Review Act (SEQR)**

(Pursuant to Part 617, NYCRR and [Chapter 157](#) of Town Code)

- a. Do any tidal or freshwater wetlands occur on the subject site? ..... YES:  NO:
- b. Are the wetlands and/or the proposed activity regulated by the following agencies?  
New York State Department of Environmental Conservation: ..... YES:  NO:   
U.S. Army Corps of Engineers: ..... YES:  NO:   
Southampton Town Conservation Board: ..... YES:  NO:   
Southampton Town Trustees: ..... YES:  NO:
- c. Has a permit been obtained from any of the above agencies? ..... YES:  NO:   
If yes, which ones? \_\_\_\_\_
- d. Is the site located in a designated critical environmental area? ..... YES:  NO:   
If yes, which ones? \_\_\_\_\_
- e. Is the proposed action a Type I, Type II, or unlisted action? \_\_\_\_\_

Note: Part I of an Environmental Assessment Long Form must be submitted for all Type I and Unlisted Actions

**\*PLEASE SUBMIT 15 COPIES OF APPLICATION AND PLANS. \***

**\*Note:** A minimum of 15 copies is required. Additional copies may be necessary.

I hereby depose and certify that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto and true and correct.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public





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><br>(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):** \_\_\_\_\_

**SITE PLAN/SPECIAL EXCEPTION APPLICATION FORM CHECK LIST**  
**THIS FORM TO BE COMPLETED BY APPLICANT**

**Project Name:** \_\_\_\_\_

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

**Property Address  
or Location:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Application submitted by:** \_\_\_\_\_ **Property Owner**      \_\_\_\_\_ **Owner's Agent**

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

**SUBMISSION REQUIREMENTS  
IS ITEM INCLUDED?  
PLEASE CHECK YES OR NO**

|   | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| <b>Fees:</b>  |            |           |
| Site Plan:  |            |           |
| 1. The improved or altered area is 500 SF or less                                       | _____      | _____     |
| 2. The improved area of the project is greater than 500 SF but does not exceeds 2 acres | _____      | _____     |
| 3. The improved area of the project exceeds 2 acres                                     | _____      | _____     |
| Special Exception Fee   | _____      | _____     |
| Fee Waiver Requested  | _____      | _____     |
| Site Plan Application Form  | _____      | _____     |
| Special Exception Legal Petition  | _____      | _____     |

**Site Plan: Legal Data**

|  |       |       |
|--|-------|-------|
| Site plan @ 1" = 40' or greater                                | _____ | _____ |
| Key Map @ 1" = 200' or greater                                 | _____ | _____ |
| Name and Address of Owner of Record                            | _____ | _____ |
| Name and Address of person/firm preparing map                  | _____ | _____ |
| Signed/Stamped   | _____ | _____ |
| Date   | _____ | _____ |
| North Arrow  | _____ | _____ |
| Scale (Graphic or Written)                                     | _____ | _____ |
| Property Description (error of closure not exceed 1 in 10,000) | _____ | _____ |
| Location, Names, Ownership of adjacent streets and curblines   | _____ | _____ |

|   |       |       |
|---|-------|-------|
| Adjoining lands and owners  | _____ | _____ |
| Public easements, setbacks, or dedicated area on site or adjoining land | _____ | _____ |
| Outline of existing easements, deed restrictions or covenants on site   | _____ | _____ |
| Existing Zoning   | _____ | _____ |

**Site Plan: Natural Features**

|   |       |       |
|---|-------|-------|
| Existing contours at max. 2’ intervals, or spot elevations (Identify source of contour information)                           | _____ | _____ |
| Approximate boundaries of areas subject to flooding   | _____ | _____ |
| Identification of unique natural features (wetlands, steep slopes)  | _____ | _____ |
| Identification of cultural features on site or adjacent Archeological, historic buildings, agricultural fields on or adjacent | _____ | _____ |

**Site Plan: Existing Structures and Utilities**

|   |       |       |
|---|-------|-------|
| Building footprints and uses not requiring buildings                  | _____ | _____ |
| All paved areas, parking areas, sidewalks, vehicular access to street | _____ | _____ |
| Existing culverts (dimension and grades) flow direction and grades    | _____ | _____ |
| Underground/above ground utilities on site and adjacent               | _____ | _____ |
| Electrical Service  | _____ | _____ |
| Water Mains   | _____ | _____ |
| Sewer Mains   | _____ | _____ |
| All existing site structures (including fences)                       | _____ | _____ |
| Location and use of all buildings and structures within 200’          | _____ | _____ |
| Nearest Fire Hydrant, cisterns, other fire protection                 | _____ | _____ |

**Site Plan: Proposed Development**

|  |       |       |
|--|-------|-------|
| Location of building or structures<br><i>(Indicate all setbacks and horizontal distances from existing structure)</i>        | _____ | _____ |
| Location and design of non-structural elements<br>(parking, loading areas)   | _____ | _____ |
| Parking calculations   | _____ | _____ |
| Automobile   | _____ | _____ |
| Truck  | _____ | _____ |
| Outdoor lighting plan – location & lamp Design<br>(Lightening power w/ foot-candles indicated on site plan, and time of use) | _____ | _____ |
| Grading and drainage plan  | _____ | _____ |
| Drainage calculations  | _____ | _____ |
| Proposed contours/spot elevations  | _____ | _____ |
| Sewage disposal treatment  | _____ | _____ |

|  |     |     |
|--|-----|-----|
| Storage areas for materials, vehicles, equipment, supplies, products           | ___ | ___ |
| Building Elevations including:   | ___ | ___ |
| Description of materials, colors   | ___ | ___ |
| Sign Plans   | ___ | ___ |
| Proposed location  | ___ | ___ |
| Design   | ___ | ___ |
| Landscape Plans  | ___ | ___ |
| Plant List   | ___ | ___ |
| Size and Quantity  | ___ | ___ |
| Cablevision installations, location of water valves, water supply              | ___ | ___ |
| Outdoor storage areas<br>(located in side or rear yard and screened or fenced) | ___ | ___ |
| Phased development plans (when appropriate)                                    | ___ | ___ |
| Compliance with ZBA Variance (if applicable)                                   | ___ | ___ |

**Additional Materials:**

|  |     |     |
|--|-----|-----|
| Certificate of Appropriateness (Landmarks & Historic District) | ___ | ___ |
| Wetland Permit Application (if applicable)                     | ___ | ___ |
| Sign Permit Application (if applicable)                        | ___ | ___ |
| Owners Endorsement   | ___ | ___ |
| Disclosure Affidavit   | ___ | ___ |
| Agriculture Data Statement                                     | ___ | ___ |

**Additional Comments:**

For all information that is not provided state “No”.  
If the applicant believes these items are not applicable, indicate such and give reasoning.

Other comments about the submission may be provided here.

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\_\_\_\_\_  
Applicant’s Name

\_\_\_\_\_  
Applicant's Signature

# 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**TOWN OF SOUTHAMPTON**

**Department of Land Management  
Planning Division**  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968  
WWW.SOUTHAMPTONTOWN.NY.GOV



**KYLE P. COLLINS, AICP**  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

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

**JAY SCHNEIDERMAN**  
TOWN SUPERVISOR

**Planning Division Fee Schedule**

| <b>Fee Schedule</b>   | <b>Effective 1/1/2019</b>                              |
|---|--|
| <b>Site Plan Application</b>  |  |
| Site Plan Pre-Submission Application  | <b>\$1,100</b>   |
| Area to be improved is less than 500 sq. ft.*<br>(Administrative or Planning Board Review)  | <b>\$1,100**</b>                                       |
| Area to be improved is greater than or equal to 500 sq. ft<br>and less than 10,000 sq. ft.  (Administrative or Planning Board<br>Review)  | <b>\$2,100**</b>                                       |
| Area to be improved is greater than or equal to 10,000 sq. ft.  | <b>\$0.25 Per Sq. Ft. not to exceed<br/>\$15,000**</b> |
| Site Plan Amendment Application (Administrative or Planning Board<br>Review)  | <b>\$1,100**</b>                                       |
| Administrative Site Plan Review pursuant to Town Code §330-<br>183.1(A)(1) which does not increase the floor area, lot coverage, or<br>footprint of any structures, including accessory structures; and which<br>does not increase the number of tenants of a previously approved,<br>unexpired site plan | <b>\$0</b>   |
| Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if<br>a certificate of occupancy has not been issued within 2 years of<br>approval signature of plans (Administrative or Planning Board Review)   | <b>\$1,100</b>   |
| Agricultural Construction Permit Application on preserved farmland  | <b>\$1,100**</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)<br>meeting the criteria noted below)  | <b>\$1,100 (in addition to any site<br/>plan application fee)</b> |
| Agricultural Greenhouse(s), having an aggregate or<br>individual area footprint less than 2,000 sq. ft. and utilizing<br>a plastic covering on a hoop frame with no continuous footing or<br>foundation | <b>\$525 (in addition to any site<br/>plan application fee)</b>   |
| For applications subject to specific special conditions or safeguards<br>outlined in Chapter 330-124 through 330-162.8  | <b>Additional \$325</b>   |

| <b>Subdivision Applications - Application Type or Stage</b>        |  |
|--|--|
| Transfer of Property   | \$1,050 per lot                                |
| Pre-Application  | \$800 per lot<br>(excluding reserved parcels)* |
| Preliminary Application  | \$875 per lot<br>(excl. reserved parcels)*     |
| Final Application  | \$950 per lot<br>(excl. reserved parcels)*     |
| Waiver of Pre Application Report Extension Policy                  | \$300<br>(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   | \$260 per road  |
| <b>Additional Fees Type of Action</b>  |                 |
| Re-Hearing<br>(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) | \$265           |
| 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>\$1,100</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> |