CP-2624 (8/2016)

TOWN OF SOUTHAMPTON

Department of Land Management
Environment Division
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

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TOWN SUPERVISOR

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TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MARTIN SHEA
CHIEF ENVIRONMENTAL ANALYST

SCTM No. 473615 -_____._____-_____-_____._____

LOT INSPECTION APPLICATION/
APPLICATION FOR LETTER OF NON-JURISDICTION

PURSUANT TO THE INCORPORATED VILLAGE OF SAGAPONACK

WETLANDS LAW CHAPTER 225 OF THE VILLAGE CODE

January 1, 2016

PLEASE SUBMIT:

- ☐ **One (1) copy of the application**
- ☐ **One (1) certified recorded copy of the deed**
- ☐ **Two (2) copies of the survey/site plan/sketch**
- ☐ **Application Fee of $250.00**

* If you are paying by check, please make it payable to the **Town of Southampton**.
** All correspondence will be mailed to the applicant if not otherwise noted.
***Applications will not be deemed complete and reviewed without submission of a legal certified deed and/or other legal document as proof of ownership.

Applicant: _____

Mailing Address: _____

Applicant's Email Address:_____

Telephone Number: _____

Owner: _____

Mailing Address: _____

Property Location: _____

Telephone Number: _____

Is There A Gate/Other Security Features: _____

If The Answer Above Is Yes, Please Provide Contact Info. For Access:

_____

Description of Proposal: _____

_____

Dimensions of Project: _____

Setbacks of Project from Property Lines _____

Has the Environment Division or Conservation Board Office conducted a lot inspection for the subject property before?

Yes ☐
No ☐

Authorization:
I am the_____ (landowner, agent, attorney and/or other representative for the applicant) for the project. I hereby authorize the Conservation Board to enter onto the subject parcel for purposes of inspecting the property and processing a wetlands application under Chapter 225 of the Code of the Village of Sagagponack.

_____
Name (Print or type)

_____
Signature

LOT INSPECTION CHECK LIST

Up-to-Date Guaranteed Survey Showing:

- ☐ All existing clearing and filling and proposed improvements.
- ☐ Septic System and well site location (existing and proposed).
- ☐ Existing easements, reserved or restricted areas.
- ☐ Building Envelopes
- ☐ Suffolk County Tax Map Number
- ☐ Wetlands boundaries, unless to be flagged by Town Environment Division
- ☐ If parcel is vacant, lot corners have been staked.
- ☐ All outer corners or proposed buildings or other improvements (decks, pools, garages, patios, etc.) have been staked.

☐ Current House Number

OWNER'S ENDORSEMENT
(TO BE SIGNED IF APPLICANT IS NOT THE OWNER)

STATE OF NEW YORK)
) ss.:
COUNTY OF SUFFOLK)

_____, being duly sworn, deposes and says:

I reside at
_____,

in the County of_____and the State of _____, and I am the (owner in fee) (officer of the Corporation which is the owner in fee) of the premises described in the foregoing and that I have authorized _____to make the foregoing application as described herein.

_____
Signature

_____
Signature

_____
If Corporation, name of Corporation

_____
Officer's Title

Sworn to before me this
day of , 20

_____
Notary Public

IMPORTANT MESSAGE REGARDING HOUSE NUMBERS

As of March 31, 1994, Chapter 286 of the Southampton Town Code requires that all Town residents display house numbers so that they are clearly visible from the street. The law requires that you use only the number assigned by the Town. **No other number should be displayed and no inspections will be done by the Building Division at properties without a house number.** If you have a different number for postal delivery, please file a change of address form with your post office immediately. If your tax bill does not list a street number, or if you have a question regarding the law or number assigned to you, please telephone Pat Raymond at the Assessor's Office, 283-6000, ext. 274.

The following is a description of the manner of display, style and size of the required house numbers:

A. **Manner of Display**

(1) **During the construction period**. The owner of a land parcel for which a building permit has been issued shall have the street address displayed on a sign or a post located at the front of the property. In the case of a flag lot, the number shall be displayed at the street entrance of the flag lot.

(2) **Existing and newly completed structures**. The owner of an existing building or newly completed building shall have the street address number displayed by permanently affixing it to the front of the building, or painting numerals, letter or script, on the front of the building. If a building is not close enough to the street, or is not readily visible from the street, the street address number shall be permanently affixed to a sign, post or mailbox located at the front of the parcel or lot where the building is situate.

B. **Style and Size of Numbers**

(1) The numerals, letter or script used to display the street address number of the building shall be painted on a plaque to be affixed to the front of the building or on the front of the building itself, or made of metal or other durable material. The numerals, letters or script shall be at least three (3) inches in height. All street address numbers shall be displayed so as to be easily seen from the street by both pedestrians and drivers of vehicles.

The proper posting of your house number will assist the Building Division during the inspection process and ensure prompt and timely inspections.

Town of Southampton

Open Government Disclosure Form

(Zoning Board of Appeals, Planning Board, Conservation Board)

STATE OF NEW YORK }

} ss:

COUNTY OF SUFFOLK }

_____ being duly sworn, deposes and says:
Print Name

I am an applicant for a project or an owner of the land that is the subject of a pending application before the Southampton _____ Board. 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 project 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 applicant or owner (as defined on page 10, note "A")?

		Yes	No
1.	Any official of New York State	___	___
2.	Any elected or appointed official or employee of Southampton Town or Suffolk County	___	___

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 applicant or owner.

Name	Residence	Nature of Interest

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?

Yes No

1. Owner
2. Applicant
3. Agent for owner or applicant
4. Attorney
5. Other

If the question to Question 5 is yes, Town Code Chapter 23 requires that the information be provided below:

Name/Address	Amount/Date	Name of Campaign Committee

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.

	Yes	No
1. Owner		
2. Applicant		
3. Agent for owner or applicant		
4. Attorney		
5. Other		

If the answer to Question 6 is yes, Town Code Chapter 23 requires that the information be provided below:

_____
Signature

Sworn to before me
This _____ day
of _____.

_____
Notary Public