

TOWN OF SOUTHAMPTON

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



KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

Phone: (631) 287-5710
Fax: (631) 287-5706

JAY SCHNEIDERMAN
TOWN SUPERVISOR

MARTIN SHEA
CHIEF ENVIRONMENTAL ANALYST

SCTM NO.: 908 _____
SUBDIVISION NAME AND LOT NO.: _____

VILLAGE OF SAGAPONACK CONSERVATION MANAGEMENT PLAN AND EASEMENT INTERPRETATION Rev. January 2, 2018

PLEASE SUBMIT:

- COMPLETED APPLICATION** – One (1) application, with original signed and notarized owner’s endorsement and open government disclosure forms, and one (1) photo copy.
- APPLICATION FEE**- Submission of an application fee of \$1,000.00 (one thousand dollars) in the form of cash, money order, credit card payment, or check made payable to the “Town of Southampton”.
- Seven (7) signed and sealed prints of the revised survey**- See attached “Submission Requirements” check list.
- Seven (7) copies of drawing or plan**- See attached “Submission Requirements” check list.
- Two (2) sets of photographs of the project site**- Inclusive of residence, landscape, and naturally vegetated areas.
- Certified recorded copy of deed, with recording stamp, Liber and Page.**
- Copies of other legal documents**- See attached “Submission Requirements” check list.

* IMPORTANT; PLEASE READ INSTRUCTIONS BEFORE COMPLETING APPLICATION
** APPLICATIONS WILL NOT BE DEEMED COMPLETE AND REVIEWED WITHOUT ALL ITEMS LISTED ABOVE.

I. CONTACT INFORMATION

Applicant/Agent: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Deeded Property Owner: _____

Mailing Address: _____

Telephone Number: _____

Name of Attorney (if applicable): _____

Name of Surveyor: _____

Mailing Address: _____

Property Location: _____ Hamlet: _____

PLEASE NOTE WHO SHOULD RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION: _____

Is There a Gate/Other Security Feature: Yes No

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

II. ADJACENT PROPERTY OWNER INFORMATION

Please list below the names, addresses and tax map numbers of abutting properties, including those directly across any private streets on which your property fronts. This information is available in the Town Assessor's Office.

IMPORTANT: If a public hearing is held, you will have to notify the owners of these properties by certified mail. The names and addresses below must be updated at the time you give notice.

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

CITY/STATE: _____ CITY/STATE: _____

SCTM No.: _____ SCTM No.: _____

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

CITY/STATE: _____ CITY/STATE: _____

SCTM No.: _____ SCTM No.: _____

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

CITY/STATE: _____ CITY/STATE: _____

SCTM No.: _____ SCTM No.: _____

III. PROPERTY DATA/SITE CHARACTERISTICS

Parcel size (in acres and square feet): _____

Zoning District (inclusive of overlay districts): _____

Has a wetland permit or letter of non-jurisdiction been obtained or applied for, under Chapters 175 or 325 of the Southampton Town Code or Chapter 225 of the Village of Sagaponack Code, with respect to this property? If so, give date and names of all such permits, letters and applications.

Yes No

SUBMISSION REQUIREMENTS CHECK LIST

- Seven (7) signed and sealed prints of the most recent survey with the following (photocopies or hand drawn sketches will not be accepted):**
 - Wetland boundary, if applicable- Flagged or verified as accurate by the Environment Division within three (3) years of the date of the application.
 - Location of all existing and proposed; inclusive of clearing, land disturbance, grading, fill deposition, pathways, stairways, catwalks or docks..
 - Parcel size, as expressed in square footage and acres.
 - Location of any existing recorded covenanted wetland preservation areas, wetland buffers, scenic, conservation, access or other easements, surface water quality control buffers, and/or deeded right-of-ways.
 - Contour elevations, or topography, if required.
 - Test hole data profile and location, if required.
 - Limits of all existing and/or proposed clearing/land disturbance, with calculations.
 - Existing and proposed grading, with fill deposition calculations.
 - Discharge pipes or culverts
 - Subdivision information, inclusive of map name, block and lot numbers.
 - Surveyor signature and stamp
 - Updated revision date
- Seven (7) scalable prints of a native re-vegetation, invasive plant management, tree removal, soil erosion control and/or bluff/shoreline stabilization plan prepared by a landscape design professional, if applicable, providing the following (maximum printed scalable size not to exceed 24-in. x 36-in):**
 - Deeded owners name, property address and Suffolk County Tax Map Number.
 - Design professional's contact information and signature (and stamp, if prepared by a licensed design professional).
 - Plan view depicting all existing and proposed structures, existing and proposed limits of clearing, location of any existing/proposed/required buffers, approximate location of plantings, approximate location of canopies and species of existing mature trees, existing natural vegetation to be preserved, existing/proposed pervious pedestrian pathways, and existing/proposed fences.
 - Plant key which provides common and scientific names of all proposed plant genus and species; stock size/container size; and approximate spacing.
 - Plan date, with revisions dates as needed.
 - North Arrow
- Other Legal Documents**
 - Certified recorded copies of any easements, deeded right-of-ways, covenants, or other restrictions and encumbrances.
 - Any NYSDEC Order on Consent or Town Notices of Violations/Stop Work Orders/Overclearing applications, if applicable.

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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 question 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:

Name	Position (Owner, Agent, Attorney, Other)	Corporation
_____	_____	_____
_____	_____	_____
_____	_____	_____

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): _____