

TOWN OF SOUTHAMPTON

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



JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MARTIN SHEA
CHIEF ENVIRONMENTAL ANALYST

JAY SCHNEIDERMAN
TOWN SUPERVISOR

SCTM NO.: 900 _____
SUBDIVISION NAME AND LOT NO.: _____
PROPERTY LOCATION: _____ HAMLET: _____

APPLICATION FOR MODIFICATION AND/OR RENEWAL
OF CONSERVATION BOARD WETLANDS PERMIT
TOWN OF SOUTHAMPTON WETLANDS LAW, CHAPTER 325
Rev. September 14, 2021

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.
- Seven (7) signed and sealed prints of the revised survey**- See attached "Submission Requirements" checklist.

Certified recorded copy of deed, with recording stamp, Liber and Page.

Copies of other legal documents- See attached "Submission Requirements" checklist.

APPLICATION FEE- Check all that apply

Modification of Wetlands Permit or Conditional Approval (\$500.00) = _____

Legalization of Structures or Land Disturbance (\$1,000.00) = _____

Renewal of Valid Conservation Board Wetlands Permit
_____ years x \$400.00 per year = _____

OR

Renewal of Expired Conservation Board Wetlands Permit
_____ years x \$500.00 per year = _____

Total Fees Required = _____

The above calculated fee shall be submitted in the form of cash, money order, credit card payment, or check made payable to the "Town of Southampton".

Two (2) sets of photographs of the project site- Inclusive of residence, landscape, and naturally vegetated areas.

*** 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: _____

Property Owner Email Address: _____

Name of Attorney (if applicable): _____

Name of Surveyor: _____

Mailing Address: _____

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. PROJECT INFORMATION

Conservation Board Wetland Permit No.: _____

Does the Conservation Board Permit need to be renewed? Yes No

Has the Conservation Board Permit expired? Yes No

Has work on the project begun? Yes No

If the applicant is seeking to modify the existing permit, please provide a detailed description of each activity proposed inclusive of all construction activities, driveways, hardscape, utility installation, fences, sanitary systems, demolition, structure elevation, land disturbance, excavation, fill deposition, tree removal, and/or clearing of natural vegetation, and provide the square footage of each structure and/or land disturbance, as well as the wetland setbacks. Use a separate sheet if necessary.

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- 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 structures; inclusive of all buildings, at grade patios; sheds; docks/catwalks; location, height, and types of existing and proposed fences; stairways, generators; propane tanks; AC units; elevated electric panels and platforms; underground utilities; driveways; walkways; retaining walls; pool equipment and other hardscaping; tree removal, landscaping, and/or limits of land disturbance/clearing of natural vegetation with setbacks to the flagged wetland boundary.
 - 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.
 - Existing and proposed clearing in square feet and percent lot area, if lot is located in the Town Aquifer Protection Overlay District.
 - Location and components of the existing and/or proposed sanitary systems.
 - Profile, with invert elevations, of the proposed sanitary system and/or swimming pool demonstrating compliance with a minimum two (2) foot vertical separation above the seasonally high groundwater table as verified with recent test hole data.
 - Location of the water supply well or public water line.
 - Contour elevations, or topography, if required.
 - Test hole data profile and location.
 - Location of proposed drywells or subsurface drainage structures.
 - FEMA flood zone information, as well as existing and proposed first floor elevations of all habitable structures, if applicable.
 - 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 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/easements, approximate location proposed 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 plants (genus and species); stock type, 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.

Conservation Board Permit Modification/Renewal Application
Page 9 of 9

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:

<u>Name</u>	<u>Position</u> (Owner, Agent, Attorney, Other)	<u>Corporation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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): _____