

TOWN OF SOUTHAMPTON

CHAIR
JACQUI LOFARO

**DEPARTMENT OF LAND MANAGEMENT
PLANNING BOARD**
116 Hampton Road
Southampton, NY 11968

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MARIA Z. MOORE
TOWN SUPERVISOR

BOARD MEMBERS
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DAVID GLAZER
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THOMAS NEELY

SUBDIVISION PRE-APPLICATION FORM

This application form is required as part of any request to process the action listed below. In addition, Chapter [§292](#) 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](#) and [§292](#) 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.
3. The application package consists of the following:
 - The [Subdivision Pre-Application Form](#) checklist.
 - 15 Copies of Application, including: project description, [owner's endorsement](#), [Open Government Disclosure Form](#), agricultural data statement, and submission review form.
 - 15 Copies of Subdivision Plat (standard plan) and supporting Materials
 - 15 Copies of Subdivision Plat (cluster plan)
 - Pre-Application Fee: **\$800 per lot** (excluding reserved parcels)
 - Lot Line Modification Fee (Transfer if Property): **\$1,100 per lot** (if applicable)
4. The mapping requirements for the subdivision plat, per [§292-4A](#), [§292-10](#) of the Southampton Town Code are included in the Subdivision Pre-Application Submission Review Form on Pages 5-6 of this submission package. Please complete this form to ensure that the maps comply with the code requirements.
5. The subdivision pre-application review process is outlined on page 4
6. A Fee Schedule is included in this package.

Application Name: _____

SCTM No.: _____

Property Address: _____

I. General Information:

a) Applicant's Name: _____
Address: _____
Phone No.: _____

b) If the applicant is a corporation, give the name and title of the responsible officer:
Name: _____
Title: _____

c) Landowner's Name: _____
Address: _____

d) Licensed Architect, Landscape Architect, Civil Engineer or Land Surveyor
Name: _____ License No _____
Address: _____
Telephone No. _____

e) If the applicant does not own the property, prepare the endorsement at the end of this form establishing owner's authorization of the applicant's proposed subdivision of his land. _____

f) 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

(north/west/south/east)

of _____, approx _____

(street of road)

(feet) (north/east/south/west)

of _____, in _____.

(nearest interesting street)

(hamlet)

b) Zoning District(s): _____

c) Is a Variance Necessary? YES: _____ NO: _____

If yes, please explain:

d) Zoning Overlay(s) (Please check all that apply)

- Agricultural*
- Aquifer Protection
- Tidal Flood Plain
- Tidal Wetland & Ocean Beach
- Old Filed Map
- Archaeological (*) (**) (NYS Circles and Squares map)

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

**Notice: Applicants shall complete mailing requirements at time of hearing to the Office of Tribal Trustees of Shinnecock pursuant to the section [292-9 A.](#) of Town Code.

III. Project Type

- Subdivision: _____
- Re-Subdivision: _____
- Lot Line Modification (Transfer of Property): _____

PRE-APPLICATION SUBMISSION FORM

PROJECT DESCRIPTION

In the space provided below, and on additional sheets if necessary, please provide the following:

1. A description of the project.

2. An explanation of the design concept

3. The reason for the particular design

4. The objective of the developer or project sponsor.

5. How or why the project is or is not in conformance with the Town Master Plan.

Note: Please be aware that the Planning Board cannot approve plans that do not comply with zoning requirements. If you anticipate, or are aware that this project will require zoning relief from the Zoning Board of Appeals, please indicate the nature of such relief and why it is necessary to accomplish the project goals in the space below.

6. Zoning Relief (If applicable).

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

Applicant's Name

Applicant's Signature

Sworn before me this
_____ day of _____, 20__

Notary Public _____

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 owner's 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 owner's 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:

Applicant's/ Applicant Agent's Signature

SUBMISSION REQUIREMENTS CHECKLIST

TO BE FILLED OUT BY APPLICANT

Application Name _____
Contact Person _____
SCTM# _____
Project Location _____
Number of Lots _____
Date: _____

PLEASE CHECK	YES	NO
Pre-Application Form.....	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision Plat (using the standards set forth in Chapter 292 of the Town Code) meeting the mapping requirements outlined below. (6 copies)	<input type="checkbox"/>	<input type="checkbox"/>
Cluster Plan.....	<input type="checkbox"/>	<input type="checkbox"/>
Yield Map.....	<input type="checkbox"/>	<input type="checkbox"/>
APPLICATION FEE: \$800/Per Lot.....	<input type="checkbox"/>	<input type="checkbox"/>
Scale 1" = 200' or greater	<input type="checkbox"/>	<input type="checkbox"/>
Name and Address of Owner of Record and Subdivider	<input type="checkbox"/>	<input type="checkbox"/>
Date	<input type="checkbox"/>	<input type="checkbox"/>
North Arrow	<input type="checkbox"/>	<input type="checkbox"/>
Scale.....	<input type="checkbox"/>	<input type="checkbox"/>
Property Description with distance to the nearest existing street intersection	<input type="checkbox"/>	<input type="checkbox"/>
Location, Names, Ownership of adjacent streets and curblines	<input type="checkbox"/>	<input type="checkbox"/>
Adjoining lands and owners as disclosed by the most recent town tax records.....	<input type="checkbox"/>	<input type="checkbox"/>
Public easements, setbacks, or dedicated area on site or adjoining land.....	<input type="checkbox"/>	<input type="checkbox"/>
Outline of existing easements, deed restrictions or covenants on site	<input type="checkbox"/>	<input type="checkbox"/>
Existing Zoning District	<input type="checkbox"/>	<input type="checkbox"/>
Suffolk County Tax Number (SCTM)	<input type="checkbox"/>	<input type="checkbox"/>

TOWN OF SOUTHAMPTON

DEPARTMENT OF LAND MANAGEMENT
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

PHONE: (631) 702-1800
WWW.SOUTHAMPTONTOWNNY.GOV



JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MARIA Z. MOORE
TOWN SUPERVISOR

PLEASE NOTE: If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement. If the owner or owners are making the application, this endorsement is not required.

OWNER'S ENDORSEMENT

I, _____, hereby affirm:

I am: (check one)

- 1) the sole owner in fee
- 2) a part owner in fee
- 3) an officer of the corporation which is the owner in fee of the premises described in the foregoing application.
- 4) designated party authorized to act pursuant to a trust or other legal document.
- 5) member/owner(s) of Limited Liability Corporation (LLC).

(if you checked #3, #4 or #5, please provide proof of legatee (i.e.: Corporate Resolution; Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Attorney-Opinion Letter; Letter of Probate; Power of Attorney, etc.)

I reside at _____
Mailing Address

Hamlet/Post Office/Village State Zip Code

I have authorized _____
to make the foregoing application (name and/or #) to Southampton Town for approval as described herein.

READ AND CHECK BOX

I understand that false statements made herein are punishable as a Class "A" Misdemeanor pursuant to Section 210.45 of the New York State Penal Law.

Signature

PRINT NAME
(If owner is a corporation, please indicate name of corporation and the title of the corporate officer whose signature appears above)

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> (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): _____ **Sign:** _____ **Date:** _____



Planning Division Fee Schedule

Fee Schedule	Effective 01/01/2025
Site Plan Application	
Site Plan Pre-Submission Application	\$1,200
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,200**
Area to be improved is greater than or equal to 500 sq. ft and less than 10,000 sq. ft. (Administrative or Planning Board Review)	\$2,200**
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.25 Per Sq. Ft. not to exceed \$15,000**
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,200**
Administrative Site Plan Review pursuant to Town Code §330- 183.1(A)(1) which does not increase the floor area, lot coverage, or footprint of any structures, including accessory structures; and which does not increase the number of tenants of a previously approved, unexpired site plan	\$400
Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if a certificate of occupancy has not been issued within 2 years of approval signature of plans (Administrative or Planning Board Review)	\$1,200
Agricultural Construction Permit Application on preserved farmland	\$1,200**
Deer Fence Application	\$525**

* **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.

Special Exception Applications	
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,200 (in addition to any site plan application fee)
Agricultural Greenhouse(s), having an aggregate or individual area footprint less than 2,000 sq. ft. and utilizing a plastic covering on a hoop frame with no continuous footing or foundation	\$525 (in addition to any site plan application fee)
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	Additional \$325

Department of Land Management
 Planning Division

Subdivision Applications - Application Type or Stage	
Transfer of Property	\$1,100 per lot
Pre-Application	\$800 per lot (excluding reserved parcels)*
Preliminary Application	\$900 per lot (excl. reserved parcels)*
Final Application	\$950 per lot (excl. reserved parcels)*
Waiver of Pre Application Report Extension Policy	\$300 (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

Wetland Permit Applications	
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.

Old Filed Map Application - Type of Application	
Development Section Approval	\$2,600
Amendment of Development Section Approval	\$1,300
Transfer of Development Right & Permission to Build	\$1,100 per lot
Abandonment of roads in an approved Old Filed Map Development Section or in conjunction with a Transfer of Development Right Declaration	\$300 per parcel
Additional Fees Type of Action	
Public Hearing (includes mailing list, posters & hearing notice publications)	\$75
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300
Archaeological Report Review	\$50
Legal Document Review	\$50
Site Disturbance Plan / Over Clearing	\$1,600**
<u>Administrative Review Approvals:</u> Extension of time including but not limited to: 90 day deadline for submission of signed site plans; two (2) year deadline for project completion (C.O. or C.C.)	\$300

**Department of Land Management
Planning Division**

<p><u>Planning Board Approvals</u>: Extension of Time including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K); one (1) year expiration of subdivision pre-application reports, special exception approval.</p>	<p>\$300</p>
<p>Inspection for compliance of a condition of approval or inspection of a bond improvement</p>	<p>\$125</p>
<p>Work Session</p>	<p>\$125</p>
<p>Covenant / Easement Amendment or Interpretation</p>	<p>\$1,200</p>
<p>Abandonments unrelated to an Old Filed Map or Subdivision</p>	<p>\$525</p>
<p>Park Fees - Conservation Opportunity Subdivision</p>	<p>\$2,500 per dwelling unit or lot</p>
<p>Park Fees - Subdivision of two (2) lots or less</p>	<p>\$2,500 per dwelling unit or lot</p>
<p>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</p>	<p>\$2,500 per the net one lot increase</p>
<p>Development Rights Allocation Letter/Certificate</p>	<p>\$125</p>
<p>Aquifer Protection Overlay District (A.P.O.D.) Limit of Clearing Inspection</p>	<p>\$125</p>