



INCORPORATED VILLAGE OF SAGAPONACK

PO Box 600, 3175 Montauk Highway
Sagaponack, NY 11962
631-537-0017 631-537-0612 (FAX)

PLANNING REVIEW APPLICATION INSTRUCTIONS

To assist the Board of Trustees in reviewing and processing this application, it is necessary that certain information be provided. This information is found to be the minimum information necessary to deem the application complete and allow the application to be reviewed. The Board of Trustees reserves the right to request additional information as may be needed to make an informed decision. The following are the minimum submission requirements for the purpose of this application.

All Applications:

1. One (1) original and eight (8) copies of this application form.
2. One (1) original and eight (8) copies of a cover letter explaining the nature of the application.
3. Application fee in accordance with the Application Fee Schedule below.
4. Nine (9) copies of original recorded deed.
5. Proof of transmittal of completed application to Village Planner & Engineer as per the attached protocol.
6. Electronic file of all site plans/surveys submitted to sagaponack@optonline.net.

Applications for Site Plan Review:

1. Nine (9) copies of every Certificate of Occupancy or Certificate of Compliance issued for this property.
2. One (1) original and eight (8) copies of a survey prepared within one (1) year of the application date
3. One (1) original and eight (8) copies of Environmental Assessment Form Part I (not applicable to waiver of site plan or subdivision application)
4. One (1) original and eight (8) copies of a Site Plan prepared by a professional engineer, licensed surveyor, architect or landscape architect licensed by the State of New York, and shall bear his seal and signature. The site plan shall include the required information contained in Section 245-68 (c) of the Village Code. The survey may also constitute the site plan if all the necessary information for both is included.
5. One (1) original and eight (8) copies of a landscape plan or, in the alternative, the landscape plan shall be included as part of the Site Plan.
6. One (1) original and eight (8) copies of elevations of the proposed improvements if site plan is for a change to the topography of the property.

Applications for Subdivision:

1. One (1) original and eight (8) copies of preliminary subdivision for a pre-application
2. Please refer to Chapter 190, Subdivision of Land for requirements for submittal of a Pre-application and a Final application for the subdivision of Land.

The applicant is instructed to review the Zoning and Subdivision Codes of the Incorporated Village of Sagaponack and become familiar with the requirements contained therein. Of particular importance are the submission requirements contained in Section 245-68 for Site Plan Review and in Chapter 190 for Subdivision Review. Upon submittal of any application, it will be reviewed for completeness. If all the necessary information is provided, the application will be placed on the agenda for a preliminary review. If additional information is required, you will be so notified. The Board of Trustees meets the second Monday of each month at 3:00pm to review all Planning Issues. All applications must be submitted to the Clerk thirty (30) days prior to the meeting date. The applicant or his/her representative must be present at the regular meeting or the case will not be heard.

VILLAGE OF SAGAPONACK
PROTOCOL FOR SUBMISSION OF PLANNING BOARD DOCUMENTS

1. New Applications. A complete application must be delivered to the Village Clerk at least THIRTY (30) DAYS prior to a Planning Board meeting.
2. Pending Application. Any documents submitted on a pending application are subject to the following:
 - A. Deadline For All Submissions: No later than Friday at Noon;
 - B. Applicant Submissions: No later than Friday at Noon not less than two (2) full weeks prior to any meeting date;
 - C. Objectant Submissions: No later than Friday at Noon not less than one (1) full week prior to any meeting date;
3. Additional Submissions. Additional submission including reply submission to objectant are prohibited.
4. Notice to Other Party. Any submission by either an applicant or objectant shall be served upon the other party and an affidavit of compliance shall accompany any submission.
5. Consultants. Any submission shall be previously delivered in paper form by Federal Express (or equivalent) but not by personal delivery to the Village Engineer, Drew Bennett, PE at 3 Railroad Avenue, Floor 2, East Hampton, New York, 11937 and Village Planning Consultant, Richard E. Warren AICP, at Inter-Science Research Associates, 36 Nugent Street, Southampton, NY 11968.
6. Extension of Time. The Board and as circumstances require the Board's consultants may extend the review time periods afforded the Board and/or the consultants.

Adopted: January 12, 2015

Application Fee Schedule:

1. <u>Planning Review</u>	
a. Subdivision	
i. preapplication	\$2500.00 plus \$500 per lot
ii. preliminary application	\$800.00 per lot but not less than \$4000.00
iii. final application	\$800.00 per lot but not less than \$5000.00
iv. engineering inspection	\$500.00 per inspection
v. engineering review	\$500.00 per lot payable on filing of preliminary application. Total engineering review fee, inclusive of the aforesaid fee, shall be equal to 5% of the Village Engineer's estimated cost of all capital improvements excluding water mains and electric lines, payable as a condition of execution of the final application, but in no event shall be less than the actual cost, whichever is greater
b. Lot Line Modification	\$1000.00 plus \$300.00 per lot
c. Modification of Subdivision or any Re-subdivision	\$1000.00 plus \$300.00 per lot
d. Special Exception Use	\$750.00
2. <u>Planning Site Plan Review</u>	
a. waiver of site plan	\$500.00
b. site plan application	\$1000.00
c. site plan review fee	All actual costs incurred on account the engagement of the services of the Village Engineer incident to a review of any site plan
d. engineering review fee	All actual costs incurred on account the engagement of the services of the Village Engineer incident to a review of any site plan
e. modification of amendment of site plan	\$500.00

Any cost incurred by the Village of Sagaponack for hiring of an outside professional including but not limited to a consultant, engineer or planner in the review of an application will be billed to the applicant.



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631-537-0017

631-537-0612 (FAX)

Application # _____

Date Received: _____

APPLICATION FOR PLANNING REVIEW

Date: _____

Application is hereby made for a:

- | | |
|--|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Lot Line Modification |
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Modification of Subdivision |
| <input type="checkbox"/> Pre Application | <input type="checkbox"/> Special Exception Review |
| <input type="checkbox"/> Preliminary Application | <input type="checkbox"/> Waiver of Site Plan |
| <input type="checkbox"/> Final Application | <input type="checkbox"/> Modification of Site Plan |
| | <input type="checkbox"/> Other |

1. Name of Owner of Premises _____

Owner's Address _____

Owner's Telephone Number _____

Note: If this application is being made by someone other than the owner, the owner must sign the owner's authorization at the end of this form.

2. Name of Agent (if applicable) _____

Agent's Address _____

Agent's Email Address _____ Telephone Number _____

3. Name of Attorney for applicant _____

Attorney's Address _____

Attorney's Email Address _____ Telephone Number _____

4. Name of Surveyor or Engineer _____

Surveyor/Engineer's Address _____

Surveyor/Engineer's Email Address: _____ Telephone Number _____

5. Existing Site Information:

A. Project Title _____

B. Project Address _____

C. Suffolk County Tax Map # District 0908 Section _____ Block _____ Lot _____

D. Property Size _____ **E.** Zoning District _____

F. Present Use of Property _____

G. Size of Present Structures _____

H. Existing Number of Parking _____

6. Proposed Project Information

A. Description of project for which this Planning Board Application is being made:

B. Proposed Building Size_____

C. Total Building Size (Existing & Proposed)_____

D. Number of Uses or Tenants_____

E. Proposed Uses(s)_____

F. Number of Parking Spaces Proposed_____

G. Easements or other restrictions on property

H. Encumbrances on Property_____

I. Number of Proposed Subdivided lots_____

7. Subdivision Only

A. Other properties within 1000feet of subdivision held in the name of the applicant in which owners or stockholders in proposed subdivision have an interest (attached separate sheet if necessary)_____

B. Would the requested subdivision result in parcels (whether or not presently improved) which would comply with the Zoning Code without a variance?_____

C. If the answer to B is no, has application been made to the Zoning Board of Appeals for a variance?_____

D. If the answer to C is yes, please attach a copy of the application for the variance and a copy of the Zoning Board of Appeals Decision.

E. Does applicant, (directly or indirectly, including but not limited to any stockholder of applicant, if a corporation) or any Predecessor in title since March 6, 1970, own adjacent property?_____

F. If the answer to E. is yes, when did the parcel, which is the subject of this application, first come into separate ownership and was the subdivision, resulting in such separate ownership, approved by the Planning Board and when?

Sworn to before me this _____ day of _____, 20__

Notary Public

Signature of Owner

If owner is a Corporation, indicate name of corporation and officer's title

Name of Corporation

Title of Officer

VILLAGE OF SAGAPONACK
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(631) 537-0017 (631) 537-0612 (Fax)

AUTHORIZATION AND CONSENT

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

_____ being
duly sworn depose and say:

1. The undersigned are the sole owner(s) of premises
at _____

2. The undersigned are the applicant(s) for an
application before the Board of Trustees for planning review.

3. The undersigned consent to entry and inspection
of the above premises as needed by the Village Engineer, Village
Planner, Building Inspector and the Board of Trustees.

4. The undersigned authorize _____
_____ whose contact information is _____

_____ to appear on our behalf before the
officials and agencies of the Village of Sagaponack.

Sworn to before this
___ day of _____, 20__

Print Name

Notary Public

Signature

Sworn to before this
___ day of _____, 20__

Print Name

Notary Public

Signature