



## VILLAGE OF SAGAPONACK

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

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### **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](mailto: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

**Planning Application Fee Schedule:**

1. <b><u>Planning Review</u></b>	
a. Subdivision	
i. Pre application	\$2500.00 plus \$500 per lot
ii. Preliminary application	\$800.00 per lot but not less then \$4000.00
iii. Final application	\$800.00 per lot but not less then \$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 then 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	\$1000.00
2. <b><u>Planning Site Plan Review</u></b>	
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
3. <b><u>Any public notice published on behalf of an application by the Village</u></b>	\$40.00

**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. A separate deposit check for \$1500.00 for site plan review and \$2500.00 for subdivision review is required at the time of the submittal of the application.**



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Application # \_\_\_\_\_

Date Received: \_\_\_\_\_

**APPLICATION FOR PLANNING REVIEW**

Date: \_\_\_\_\_

Application is hereby made for a:

Site Plan

Project involves lot of 5 acres or more

Project is located within 400 feet of a body of water

Project will change the topography of the property

Other

Special Exception Review

Waiver of Site Plan

Modification of Site Plan

Subdivision

Pre Application

Preliminary Application

Final Application

Modification of Subdivision

Other

**1. Name of Owner of Premises:** \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_ Owner's Email Address: \_\_\_\_\_

**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



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**AUTHORIZATION AND CONSENT  
PLANNING REVIEW**

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



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**VILLAGE OF SAGAPONACK**  
**PLANNING BOARD**

In the Matter of the Site Plan Application of:

\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT OF POSTING**

For a Site Plan/Subdivision Public Hearing as per  
the Village of Sagaponack Zoning Code

Property Location: \_\_\_\_\_

SCTM#: \_\_\_\_\_

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

I, \_\_\_\_\_, being duly sworn, deposes and says:

1. I reside at \_\_\_\_\_
2. I am the agent for the applicant.
3. Pursuant to the provisions of Section 190-10 A (2) of the Village of Sagaponack Subdivision of Land Code,

deponent did so cause to be posted a sign which complies with the requirements of the applicable section of the aforesaid Zoning Code which was supplied to me by the Village of Sagaponack to be prominently displayed on the subject property in the required manner, giving notice to the public of the pending application, the date, time and place of the public hearing. The said sign has been continuously displayed on the property for a period of ten (10) days immediately preceding the public hearing date.

4. I make this affidavit knowing that it shall be relied upon by the appropriate officials as proof of compliance with the requirements of the Village of Sagaponack Subdivision of Land Code.

\_\_\_\_\_  
Signature of Deponent

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



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**VILLAGE OF SAGAPONACK  
PLANNING BOARD**

In the Matter of the Site Plan Application of:

\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT OF MAILING**

For a Site Plan/Subdivision Public Hearing as per  
the Village of Sagaponack Zoning Code

Property Location: \_\_\_\_\_

SCTM#: \_\_\_\_\_

STATE OF NEW YORK )

)ss:

COUNTY OF SUFFOLK )

I, \_\_\_\_\_, being duly sworn, deposes and says:

1. I reside at \_\_\_\_\_

2. Pursuant to the Planning Board of the Village of Sagaponack, deponent notified neighbors adjacent to  
subject property located at \_\_\_\_\_ by certified mail, return receipt  
requested, addressed as set forth on the annexed original postmark receipts.

\_\_\_\_\_  
Signature of Deponent

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public