

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 Applications. 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 submissions including reply submissions to objectant submissions 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, New York 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