



## 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. Nine (9) copies of any supplemental documents or exhibits.
4. Application fee in accordance with the Application Fee Schedule attached.
5. Nine (9) copies of original recorded deed.
6. All submittals should be collated into nine (9) complete, separate packages.
7. Proof of transmittal of completed application to Village Planner & Engineer as per the attached protocol.
8. Electronic file of completed application including all site plans/surveys submitted to [clerk@sagaponackvillage.org](mailto:clerk@sagaponackvillage.org).

#### **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.
7. Four (4) sets of Building Floor Plans - Two (2) sets to be filed with the application, One (1) set to be filed with the Village Planner and One (1) with the Village Engineer.

#### **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 third Wednesday 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, L.K. McLean Associates, P.C. Attn: Kevin Peterman, 437 South Country Road, Brookhaven, New York 11719 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 \$500.00 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. consultant review fees	Total fees of consultants will be reimbursed by applicant
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	\$2000.00
2. <b><u>Planning Board Site Plan Review</u></b>	
a. Site plan application	\$1000.00
b. 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
c. 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
d. 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>	\$125.00

**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 refundable deposit for consultant fees will be required in the amount of \$2500.00 for Site Plan Review and Subdivision Review.**



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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
( ) 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? \_\_\_\_\_

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Print Name of Owner**

\_\_\_\_\_  
**Print Name of Owner**

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

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

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

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

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

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Title of Officer

**CERTIFICATION**

\_\_\_\_\_ states as follows:

(insert name)

- (1) I am interested in an application for a permit now pending before the Village of Sagaponack Board of Trustees.
- (2) I reside at: \_\_\_\_\_
- (3) The nature of my interest in the aforesaid application is as follows:  
\_\_\_\_\_
- (4) If applicant or owner is a corporation, list officers:  
President: \_\_\_\_\_  
Vice President: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_
- (5) Do any of the following individuals have an interest, as defined below, in the owner or applicant:
  - (A) Any New York State officer, or
  - (B) Any officer or employee of the Village of Sagaponack, Southampton Town or Suffolk County.

An officer or employee shall be deemed to have an interest in the owner or applicant when a relative is either a spouse, brother, sister, parents, children, grandchildren or the spouse of any of them:

- (1) Is the applicant or owner, or
- (2) Is an officer, director, partner or employee of the applicant or owner, or
- (3) Legally or beneficially owns or controls stock of a corporate applicant or owner, or
- (4) Is a party to an agreement with such and applicant or owner, express or implied, whereby he (she) may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application.

If the answer to any of the questions in Section 5 above is yes, then state the name, address, and nature and extent of the interest of such individual.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Extent of Interest)

**A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided for in General Municipal Law, Section 809**



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

Public Hearing Date: \_\_\_\_\_

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

Public Hearing Date: \_\_\_\_\_

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