

# TOWN OF SOUTHAMPTON

**Department of Land Management  
Environment Division**  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968



**JANICE SCHERER**  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

**MARTIN SHEA**  
CHIEF ENVIRONMENTAL ANALYST

**Phone:** (631) 287-5710  
**Fax:** (631) 287-5706

**JAY SCHNEIDERMAN**  
TOWN SUPERVISOR

**SCTM NO.:** 900 \_\_\_\_\_  
**SUBDIVISION NAME AND LOT NO.:** \_\_\_\_\_  
**PROPERTY LOCATION:** \_\_\_\_\_ **HAMLET:** \_\_\_\_\_

**TOWN OF SOUTHAMPTON  
CONSERVATION MANAGEMENT PLAN AND  
EASEMENT INTERPRETATION  
Rev. September 14, 2021**

- PLEASE SUBMIT:**
- COMPLETED APPLICATION** – One (1) application, with original signed and notarized owner’s endorsement and open government disclosure forms, and one (1) photo copy.
  - APPLICATION FEE**- Submission of **an application fee of \$1,000.00 (one thousand dollars)** in the form of cash, money order, credit card payment, or check made payable to the “Town of Southampton”.
  - Seven (7) signed and sealed prints of the revised survey**- See attached “Submission Requirements” check list.
  - Seven (7) copies of drawing or plan**- See attached “Submission Requirements” check list.
  - Two (2) sets of photographs of the project site**- Inclusive of residence, landscape, and naturally vegetated areas.
  - Certified recorded copy of deed, with recording stamp, Liber and Page.**
  - Copies of other legal documents**- See attached “Submission Requirements” check list.

**\* IMPORTANT; PLEASE READ INSTRUCTIONS BEFORE COMPLETING APPLICATION**  
**\*\* APPLICATIONS WILL NOT BE DEEMED COMPLETE AND REVIEWED WITHOUT ALL ITEMS LISTED ABOVE.**

**I. CONTACT INFORMATION**

**Applicant/Agent:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Deeded Property Owner:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Property Owner Email Address:** \_\_\_\_\_

**Name of Attorney (if applicable):** \_\_\_\_\_

**Name of Surveyor:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**PLEASE NOTE WHO SHOULD RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:** \_\_\_\_\_

**Is There a Gate/Other Security Feature:**       Yes       No

**If The Answer Above Is Yes, Please Provide Contact Information For Access:**

\_\_\_\_\_

**II. ADJACENT PROPERTY OWNER INFORMATION**

Please list below the names, addresses and tax map numbers of abutting properties, including those directly across any private streets on which your property fronts. This information is available in the Town Assessor's Office.

**IMPORTANT:** If a public hearing is held, you will have to notify the owners of these properties by certified mail. The names and addresses below must be updated at the time you give notice.

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

SCTM No.: \_\_\_\_\_ SCTM No.: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

SCTM No.: \_\_\_\_\_ SCTM No.: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

SCTM No.: \_\_\_\_\_ SCTM No.: \_\_\_\_\_

**III. PROPERTY DATA/SITE CHARACTERISTICS**

Parcel size (in acres and square feet): \_\_\_\_\_

Zoning District (inclusive of overlay districts): \_\_\_\_\_

Has a wetland permit or letter of non-jurisdiction been obtained or applied for, under Chapters 175 or 325 of the Southampton Town Code, with respect to this property? If so, give date and names of all such permits, letters and applications.

Yes       No



Conservation Management Plan Objectives (Please check all that apply):

- Restore/Enhance Wetlands, Wetlands Buffer, or Bluffs
- Create/Improve Wildlife Habitat
- Remove invasive species to promote native species
- Manage timber
- Remove dead trees or infested trees
- Manage area for recreational objectives (access, trails, etc.)
- Re-vegetate area to prevent soil erosion
- Improve water quality
- Enhance/Restore area to native plant and animal communities
- Stabilize bluffs or shoreline
- Landscaping or screening

Please describe how the proposed conservation management plan is consistent with the intent, as well as the terms and conditions, of the easement and/or covenanted wetland preservation area or wetland non-disturbance/non-fertilization buffer.

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## SUBMISSION REQUIREMENTS CHECK LIST

- Seven (7) signed and sealed prints of the most recent survey with the following (photocopies or hand drawn sketches will not be accepted):**
  - Wetland boundary, if applicable- Flagged or verified as accurate by the Environment Division within three (3) years of the date of the application.
  - Location of all existing and proposed; inclusive of clearing, land disturbance, grading, fill deposition, pathways, stairways, catwalks or docks..
  - Parcel size, as expressed in square footage and acres.
  - Location of any existing recorded covenanted wetland preservation areas, wetland buffers, scenic, conservation, access or other easements, surface water quality control buffers, and/or deeded right-of-ways.
  - Contour elevations, or topography, if required.
  - Test hole data profile and location, if required.
  - Limits of all existing and/or proposed clearing/land disturbance, with calculations.
  - Existing and proposed grading, with fill deposition calculations.
  - Discharge pipes or culverts
  - Subdivision information, inclusive of map name, block and lot numbers.
  - Surveyor signature and stamp
  - Updated revision date
- Seven (7) scalable prints of a native re-vegetation, invasive plant management, tree removal, soil erosion control and/or bluff/shoreline stabilization plan prepared by a landscape design professional, if applicable, providing the following (maximum printed scalable size not to exceed 24-in. x 36-in):**
  - Deeded owners name, property address and Suffolk County Tax Map Number.
  - Design professional's contact information and signature (and stamp, if prepared by a licensed design professional).
  - Plan view depicting all existing and proposed structures, existing and proposed limits of clearing, location of any existing/proposed/required buffers, approximate location of plantings, approximate location of canopies and species of existing mature trees, existing natural vegetation to be preserved, existing/proposed pervious pedestrian pathways, and existing/proposed fences.
  - Plant key which provides common and scientific names of all proposed plant genus and species; stock size/container size; and approximate spacing.

Plan date, with revisions dates as needed.

North Arrow

**Other Legal Documents**

Certified recorded copies of any easements, deeded right-of-ways, covenants, or other restrictions and encumbrances.

Any NYSDEC Order on Consent or Town Notices of Violations/Stop Work Orders/Overclearing applications, if applicable.

## PERMISSION TO INSPECT PROPERTY

**PLEASE NOTE:** *If ownership is held jointly or in partnership, each owner and/or partner must sign a separate permission to inspect.*

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

\_\_\_\_\_, being duly sworn, deposes and says:  
(Print Name)

- 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 authority (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 hereby grant permission to the Town of Southampton Environment Division to enter my property and consent to inspection of the project site and adjacent property areas in connection with the within application for a Wetlands Permit. Town Environment Division staff may enter the property without prior notice between 7:00 am and 7:00 pm, Monday – Friday. If the property is posted with “keep out” signs or fenced with an unlocked gate, Town Environment Division staff may still enter the property. Town Environment Division staff may take measurements, analyze site physical characteristics, take soil or vegetation samples, sketch and photograph the site. I understand that failure to give this consent may result in denial of the permit(s) sought by this application.

By signing this consent form, the signer agrees that this consent remains in effect as long as the application is pending and in the event of approval this consent shall extend to cover the period of time from the issuance of either an Administrative Wetlands Permit or a Resolution of Conditional Approval until the time that a Certificate of Wetlands Compliance is issued, and this consent is effective regardless of whether the signer, applicant or an agent is present at the time of the inspection. In the event that the project site or facility is posted with any form of “posted” or “keep out” notices, or fenced in with an unlocked gate, this permission authorizes Town Environment Division staff to disregard such notices or unlocked gates at the time of inspection.

### **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

# TOWN OF SOUTHAMPTON

**Department of Land Management**  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

**Phone: (631) 287-5710**  
[WWW.SOUTHAMPTONTOWN.NY.GOV](http://WWW.SOUTHAMPTONTOWN.NY.GOV)



**KYLE P. COLLINS, AICP**  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

**JAY SCHNEIDERMAN**  
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

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

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

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 legate (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 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



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**JAY SCHNEIDERMAN**  
 TOWN SUPERVISOR

## Open Government Disclosure Form

(Zoning Board of Appeals, Planning Board, Conservation Board, all other Land Management Review)

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

\_\_\_\_\_, being duly sworn, deposes and says:  
Print Name

I am the owner and/or applicant for a project that is the subject of a pending application before the Southampton (Check one)  
 **Zoning Board of Appeals**,  **Planning Board**,  **Conservation Board**  **all other Land Management Review**. I make this affidavit under penalty and swear to the truth herein. I am aware that this affidavit is required by General Municipal Law §809 and Southampton Town Code [Chapter 23](#) and that I shall be guilty of a misdemeanor should I knowingly or intentionally fail to make all disclosures herein. I am also aware that I may be subject to the penalties in Southampton Town Code [§23-14](#) should I knowingly or intentionally fail to make all disclosures herein.

- The application name is: \_\_\_\_\_
- I reside at \_\_\_\_\_
- The officers of the applicant corporation/owner corporation are as follows:  
 Pres. \_\_\_\_\_ Sec. \_\_\_\_\_  
 Vice Pres. \_\_\_\_\_ Treas. \_\_\_\_\_
- Do any of the following individuals have an interest in the owner or applicant (as defined on page iii, note “A”)?

**Yes**      **No**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. Any official of New York State  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Any elected or appointed official or employee of Southampton Town or Suffolk County | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to Question 4 is YES, General Municipal Law §809 and Town Code [Chapter 23](#) require that you disclose the name and the nature and event of the interest of said individual(s) in the owner or applicant.

<u>Name</u>	<u>Residence</u>	<u>Nature of Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Conservation Management Plan  
 & Easement Interpretation Application  
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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 question 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>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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):** \_\_\_\_\_