

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

TOWN OF SOUTHAMPTON



JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

Phone: (631) 287-5735
Fax: (631) 287-0262

JAY SCHNEIDERMAN
TOWN SUPERVISOR

ADMINISTRATIVE SITE PLAN APPLICATION

__ Appropriate Administrative Site Plan Fee (See [§330-183.2](#)) (per fee schedule)

SUBMIT 6 COPIES of Site Plans & Building Elevations/Floor Plans (as may be necessary)

Note: A minimum of six copies are required. Additional copies may be necessary

Application Name per the approved Site Plan: _____

Date of Approved Site Plan: _____

SCTM No.: _____

Property Street Address: _____ **Hamlet:** _____

(a) **Applicant Name:** _____
Address: _____
Telephone No.: _____
Email: _____

(b) **If the applicant is a corporation, give the name and title of the responsible officer:**
Name: _____ **Title:** _____

(c) **If the applicant does not own the property, prepare the endorsement at the end of this form establishing owner's authorization of the applicant's proposed site plan.**

(d) **Landowner's Name:** _____
Address: _____

(e) **Original Signed & [Notarized Owners Endorsement](#) form if applicant is other than owner.**

(f) **Description of Project:**

MAIL COMMUNICATION TO: Applicant Owner
(if not checked communication will be mailed to current owner)

APPLICATIONS IS HEREBY MADE to the Department of Land Management, Planning Division, for issuance of an Administrative Site Plan pursuant [§330-183.1](#), for an amendment or modification to a previously approved site plans that are consistent with the eligible activities contained in [§330-183.1](#) A.(1) (a) through (d). The applicant agrees to comply with all applicable laws, ordinances, and regulations.

Application submitted by: _____ Authorized Agent Owner
PRINT NAME OF SIGNATURE BELOW

Check Box After Reading: False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the New York State Penal Law.

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.

TOWN OF SOUTHAMPTON

DEPARTMENT OF LAND MANAGEMENT
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

PHONE: (631) 283-6000
WWW.SOUTHAMPTONTOWN.NY.GOV



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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 (name and/or #) _____
to Southampton Town for approval as described herein.

Signature

(If owner is a corporation, please indicate name of corporation and the title of the corporate officer whose signature appears above)

Sworn before me this
_____ day of _____, 20__

Notary Public



Planning Division Fee Schedule

Fee Schedule	Effective 1/1/2022
Site Plan Application	
Site Plan Pre-Submission Application	\$1,200
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,200**
Area to be improved is greater than or equal to 500 sq. ft and less than 10,000 sq. ft. (Administrative or Planning Board Review)	\$2,200**
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.25 Per Sq. Ft. not to exceed \$15,000**
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,200**
Administrative Site Plan Review pursuant to Town Code §330- 183.1(A)(1) which does not increase the floor area, lot coverage, or footprint of any structures, including accessory structures; and which does not increase the number of tenants of a previously approved, unexpired site plan	\$300
Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if a certificate of occupancy has not been issued within 2 years of approval signature of plans (Administrative or Planning Board Review)	\$1,200
Agricultural Construction Permit Application on preserved farmland	\$1,200**
Deer Fence Application	\$525**

* **NOTE:** Includes any and all areas required and or proposed to be altered,
 excluding the area of any existing or proposed buildings.

** **FEES** will be doubled if work has commenced prior to submission of application.

Special Exception Applications	
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,200 (in addition to any site plan application fee)
Agricultural Greenhouse(s), having an aggregate or individual area footprint less than 2,000 sq. ft. and utilizing a plastic covering on a hoop frame with no continuous footing or foundation	\$525 (in addition to any site plan application fee)
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	Additional \$325

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Subdivision Applications - Application Type or Stage	
Transfer of Property	\$1,100 per lot
Pre-Application	\$800 per lot (excluding reserved parcels)*
Preliminary Application	\$900 per lot (excl. reserved parcels)*
Final Application	\$950 per lot (excl. reserved parcels)*
Waiver of Pre Application Report Extension Policy	\$300 (in addition to the extension fee)
Re-Approval of Expired Final Conditional Approval (with a hearing)	Full original final application fee
Re-Approval of Expired Final Conditional Approval (no hearing)	½ of the full original final application fee

* **NOTE:** Reserved Parcels = open space, parks, recharge areas, drainage areas, agricultural reserves, and homeowner association amenities

Wetland Permit Applications	
Wetland Permit *	\$800**

* **NOTE:** Flagging must be done by the Environment Division as a separate application and fee to the Environment Division.

** **FEES** will be doubled if work has commenced prior to submission of application.

Old Filed Map Application - Type of Application	
Development Section Approval	\$2,600
Amendment of Development Section Approval	\$1,300
Transfer of Development Right & Permission to Build	\$1,100 per lot
Abandonment of roads in an approved Old Filed Map Development Section or in conjunction with a Transfer of Development Right Declaration	\$300 per road
Additional Fees Type of Action	
Public Hearing (includes mailing list, posters & hearing notice publications)	\$75
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300
Archaeological Report Review	\$25
Legal Document Review	\$50
Site Disturbance Plan / Over Clearing	\$1,600**
<u>Planning Board Approvals:</u> Extension of Time including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K); one (1) year expiration of subdivision pre-application reports, special exception approval.	\$300

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Administrative Review Approvals: Extension of time including but not limited to: 90 day deadline for submission of signed site plans; two (2) year deadline for project completion (C.O. or C.C.) \$300	
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$125
Work Session	\$125
Covenant / Easement Amendment or Interpretation	\$1,200
Abandonments unrelated to an Old Filed Map or Subdivision	\$525
Park Fees - Conservation Opportunity Subdivision	\$2,500 per dwelling unit or lot
Park Fees - Subdivision of two (2) lots or less	\$2,500 per dwelling unit or lot
Park Fees - Two (2) lot subdivision of parcel that existed as a single & separate lot prior to May 6, 1975 or a parcel that was on a subdivision map and was subject to a park fee at the time	\$2,500 per the net one lot increase
Development Rights Allocation Letter/Certificate	\$125