

**TRUSTEES OFFICE**240 W. MONTAUK HWY.  
HAMPTON BAYS, NY 11946[WWW.SOUTHAMPTONTOWNNY.GOV/TRUSTEES](http://WWW.SOUTHAMPTONTOWNNY.GOV/TRUSTEES)

PHONE: 631 287-5717

FAX: 631 287-5723

**BOARD OF TRUSTEES**OF THE FREEHOLDERS AND COMMONALTY OF THE  
TOWN OF SOUTHAMPTON**GENERAL PERMIT FEE SCHEDULE****FOR TRUSTEES PERMIT FOR NEW WORK, RECONSTRUCTION AND REPLACEMENT OF EXISTING STRUCTURES****ALL Fees Are Non-Refundable**

_____ Application Fee:	<b>\$600.00</b>
_____ Renewal Application Fee:	<b>\$500.00</b>
_____ Modification Application Fee:	<b>\$500.00</b>
_____ Modification AND Renewal Application Fee:	<b>\$1,000.00</b>
_____ As-Built Fee (if applicable):	<b>\$3,000.00</b>
(IN ADDITION TO \$600 APPLICATION FEE)	

**FEES PAID AFTER PERMIT IS APPROVED BY THE TRUSTEES**

_____ Dimensional Fees	See Chart Below
_____ Compliance Inspection Fee/Re-Inspection Fee	<b>\$300.00</b>

**\*General Permit Dimensional Fees shall be calculated from date of Board approval from resolution (RES 2023-331)\*****NON-REFUNDABLE DIMENSIONAL FEES**

PERMIT TYPE:	DIMENSIONAL FEE:	UNITS:
Boathouse, Deck, or other structure on pilings	<b>\$20.00</b>	<b>Per Square Foot of surface area</b>
Bulkheads	<b>\$20.00</b>	<b>Per Linear Foot (includes reconstruction and re-facing)</b>
Dredging/Spoil Site	<b>\$15.00</b>	<b>For each cubic yard of material removed from Town bay bottom</b>
Fixed Dock	<b>\$15.00</b>	<b>Per Square Foot of surface area</b>
Floating Dock	<b>\$15.00</b>	<b>Per Square Foot of surface area</b>
Jetty/Revetment/Rip Rap/Living Shorelines (Green/Gray or Gray)/Biolog Stabilization Structure	<b>\$15.00</b>	<b>Per Linear Foot (includes reconstruction and re-facing)</b>
Piling	<b>\$25.00</b>	<b>Per Piling (Includes post/piles securing a floating dock and tie-off poles)</b>
Ramp/Catwalk	<b>\$20.00</b>	<b>Per Square Foot of surface area</b>
Sand Fence	<b>\$7.50</b>	<b>Per Linear Foot (includes reconstruction and re-facing)</b>
Steps or Stairs	<b>\$10.00</b>	<b>Per Square Foot of surface area</b>
Steps or Stairs Linked to another Structure	<b>\$10.00</b>	<b>Per Square Foot of surface area</b>
Walkway	<b>\$20.00</b>	<b>Per Square Foot of surface area</b>
Boat Lift or Hoist	<b>\$500.00</b>	<b>Per Boat Lift/Hoist</b>
Circulating Pump (Aerator)	<b>\$0.00</b>	
Dewatering Construction	<b>\$0.00</b>	
Drainage Structures	<b>\$0.00</b>	
Dune Restoration	<b>\$0.00</b>	
Kayak Rack	<b>\$0.00</b>	
Phragmites Removal	<b>\$0.00</b>	
Refuse Removal	<b>\$0.00</b>	
Replant/Revegetate/Living Shoreline (Green Only)	<b>\$0.00</b>	
Sand/Gravel Replenishment	<b>\$0.00</b>	
Underground Utilities (Electrical, Water, Cable, Telephone, Gas, Fire Well)	<b>\$0.00</b>	

**YOU ARE ADVISED THAT PERMITS MAY ALSO BE NECESSARY FROM THE FOLLOWING AGENCIES:**

NYS Department of Environmental Conservation  
[www.dec.ny.gov](http://www.dec.ny.gov)  
 Regional Permit Administrator  
 SUNY at Stony Brook – 50 Circle Road  
 Stony Brook, NY 11790  
 Phone: 631-444-0365; Fax: 631-444-0360  
 E-mail: [dep.r1@dec.ny.gov](mailto:dep.r1@dec.ny.gov)

US Army Corps of Engineers, New York District  
<http://www.usace.army.mil/>  
 Jacob K. Javits Federal Building  
 26 Federal Plaza, Room 1937  
 New York, NY 10278-0090  
 Attn: Regulatory Branch  
 Phone: 917-790-8511

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TOWN OF SOUTHAMPTON

**GENERAL PERMIT CHECKLIST**  
**DOCUMENTS TO BE SUBMITTED WITH APPLICATION:**

*The Southampton Town Trustees office will **NOT** accept any incomplete applications.*

**YOU MUST PROVIDE TWO (2) COPIES OF THE ENTIRE APPLICATION PACKET INCLUDING ALL DOCUMENTS LISTED BELOW UPON SUBMITTAL.**

*(Otherwise your application will be returned.)*

Please check the following to ensure your application is complete and acknowledge with signature below:

- \_\_\_\_\_ (2) **Application**
- \_\_\_\_\_ (2) **Notarized Agent Letter** (attached)
- \_\_\_\_\_ (2) **Notarized Authorization Form** (attached)
- \_\_\_\_\_ (2) **SEQRA Short Environmental Assessment Form** (attached)
- \_\_\_\_\_ (2) **Property Survey**
- \* Done by a New York State licensed surveyor, and updated **no more than one (1) year** prior to the application date. The survey submitted must bear the original seal of the licensed surveyor or engineer. Water depths **MUST** be on survey. Surveys must be no larger than 11" x 17".
- \_\_\_\_\_ (2) **Drawings/Plans**
- \* Must be drawn to scale with dimensions, separate or on survey. We will **NOT** accept hand-drawn drawings/plans – **MUST** be printed. Drawings/Plans must be no larger than 11" x 17".
- Prior to final permit approval, the Trustees require the submission of a final set of drawings/plans, drawn to scale, as part of a survey or independent of one, showing the original stamp or seal of the job appropriate New York State licensed design professional (engineer, architect, or landscape architect), unless plans/drawings showing said stamp or seal have already been submitted and required no changes.
- \_\_\_\_\_ (2) **Copies of Photographs**
- \* Photographs of the proposed work area. Photographs must be no larger than 11" x 17".
- \_\_\_\_\_ (2) **Copies of any covenants or restrictions on the property** (if applicable)
- \_\_\_\_\_ (2) **Proof of insurance - \$1,000,000 minimum liability (UNDERGROUND UTILITY APP. ONLY)**
- \* Licensee shall cause Licensor to be named an additional insured and as a certificate holder entitled to notice under such insurance policies. Licensor should be stated as follows:  
*Southampton Town Trustees  
240 West Montauk Hwy.  
Hampton Bays, NY 11946*
- \_\_\_\_\_ (2) **Notarized Indemnification and Hold Harmless (UNDERGROUND UTILITY APP. ONLY)**
- \_\_\_\_\_ (2) **An electrical permit from the Town of Southampton Building Department** (if applicable)

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

BOARD OF TRUSTEES

OF THE FREEHOLDERS AND COMMONALTY OF THE TOWN OF SOUTHAMPTON



240 W. MONTAUK HWY HAMPTON BAYS, NY 11946

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DATE RECEIVED

PLEASE CHECK ONE:

- New Application: \$600.00
Renewal Application: \$500.00
Modification Application: \$500.00
Modification AND Renewal Application: \$1,000.00
As-Built Permit Fee: \$3,000.00

GENERAL PERMIT APPLICATION COVER SHEET

PROPERTY INFORMATION:

Address of Proposed Project:
SCTM: Waterbody of Project:
Previous Owner: Gated Property? (If gated, call office to schedule access) YES NO

AGENT/CONTACT PERSON INFORMATION: (Check if same as owner)

Agency: Agent Name:
Street Address:
Mailing Address:
Agent's Phone Number: Agent's E-mail:

HOMEOWNER INFORMATION:

Owner(s) of Property:
Mailing Address:
Owner's Phone Number: Owner's E-mail:

CONTRACTOR INFORMATION:

Contractor Company: Contractor's Name:
Street Address:
Mailing Address:
Contractor's Phone Number: Contractor's E-mail:

CHARACTER, DIMENSIONS, AND DESCRIPTION OF WORK (MUST BE TYPED):

Empty box for character, dimensions, and description of work.

We do not accept any Surveys, Drawings, Plans and/or Photographs larger than 11" x 17".

BREAKDOWN OF PROPOSED CONSTRUCTION

Table with two columns listing construction items and their costs, such as Piling (\$25.00 per piling), Boathouse, Deck, or Other (\$20.00 per square foot), etc.

(applicant print name) says that he/she is the Owner Authorized Agent of the premises described in within the applications, and states that the applicant is authorized to make this application. The undersigned has read the rules of The Board of Trustees and Freeholders & Commonality of the Town of Southampton, a copy of which is attached hereto, and is familiar with same and agrees to fully comply with all of the provisions thereof, and has signed hereof as part of this application.

Signature of Applicant: Date:

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**LOCATION:**

240 West Montauk Highway  
Hampton Bays, NY 11946



CP-1328 (03/2025)

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**AGENT LETTER**

I, \_\_\_\_\_ being duly sworn, depose and say that I am  
the owner of the premises located at: \_\_\_\_\_

\_\_\_\_\_

and I am designating: \_\_\_\_\_

to represent and act on my behalf as my agent, and to file the necessary documents to obtain  
a permit(s).

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Notary Signature & Stamp

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**AUTHORIZATION FORM**

This form may not be signed by an agent of the property owner unless it is accompanied by a notarized document signed by the property owner authorizing the agent to sign and submit any and all forms, requests and applications related to the application(s) for subject premises.

Any authorization from the property owner as provided for herein shall remain in effect until final determination of the application(s), unless the Town is notified in writing by the property owner that such authorization has been revoked or amended. All authorizations from the property owner shall acknowledge this condition.

I, the owner, hereby authorize the Southampton Town Trustees and/or its agents, employees to enter the subject parcel in reference to an application to inspect the site and structures thereon. In addition, I authorize any future visits that would be in reference to the subject Trustees Application.

Property Address: \_\_\_\_\_

Name (type or print): \_\_\_\_\_

Signature: \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )

ss:

COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to this instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Signature & Stamp

# Short Environmental Assessment Form

## Part 1 - Project Information

CP-1328 (01/24)

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>
			<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>
			<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
Urban	Rural (non-agriculture)	Industrial	Commercial
Forest	Agriculture	Aquatic	Residential (suburban)
Parkland	Other (specify): _____		

		NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?				
	b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____		NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?				
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?				
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____		NO	YES	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____ _____		NO	YES	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____ _____		NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?		NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____		NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: Shoreline      Forest      Agricultural/grasslands      Early mid-successional Wetland      Urban      Suburban				
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO	YES	
16. Is the project site located in the 100 year flood plain?		NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties?      NO      Y      S  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:      NO      Y      S _____ _____		NO	YES	

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?          If Yes, explain purpose and size: _____          _____          _____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?          If Yes, describe: _____          _____          _____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?          If Yes, describe: _____          _____          _____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____          Signature: _____</p>		

**PRINT FORM**