

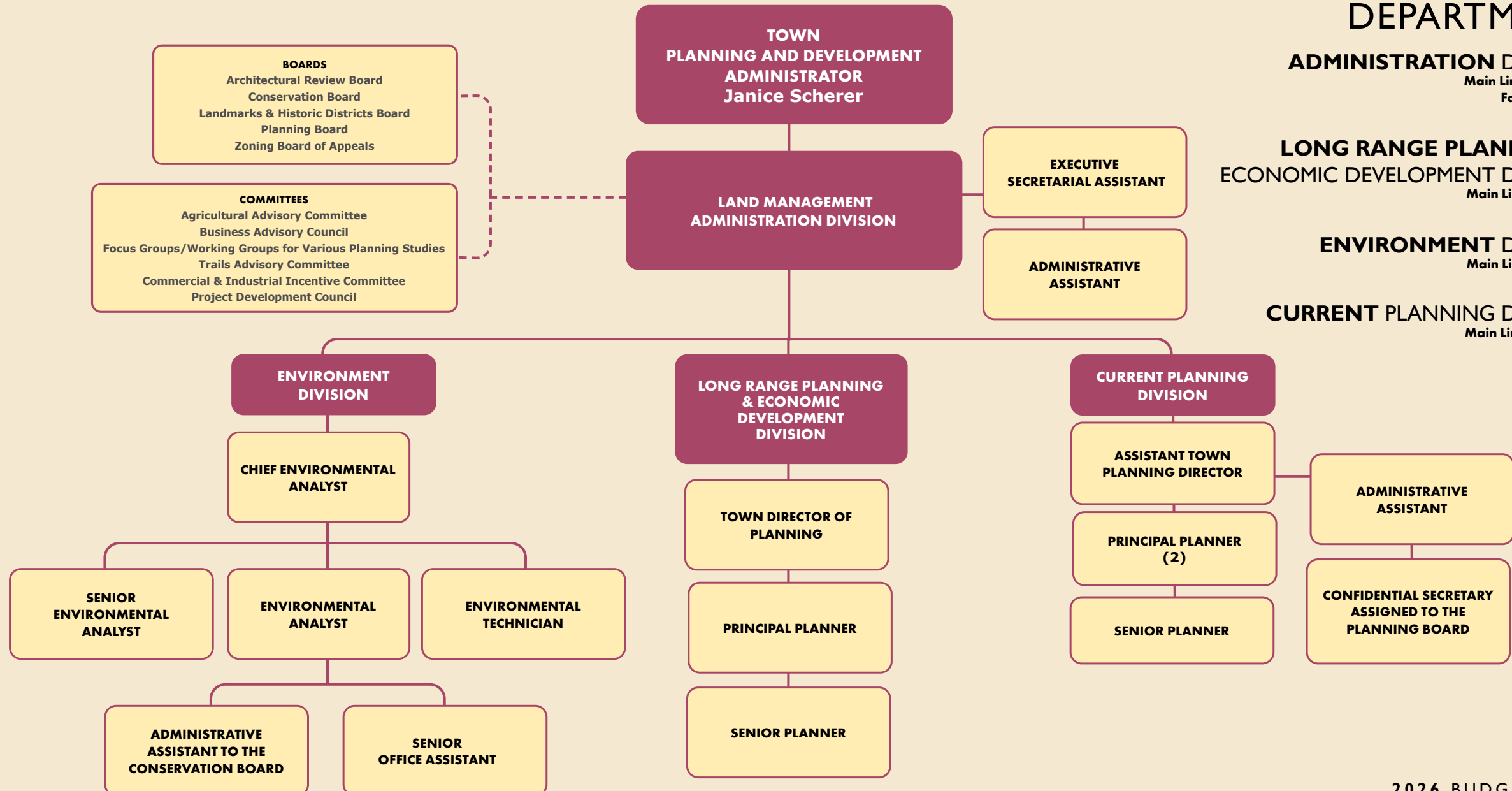
2026 ORGANIZATIONAL CHART LAND MANAGEMENT DEPARTMENT

ADMINISTRATION DIVISION
Main Line: 702-1800
Fax: 287-0262

**LONG RANGE PLANNING &
ECONOMIC DEVELOPMENT DIVISION**
Main Line: 702-1810

ENVIRONMENT DIVISION
Main Line: 287-5710

CURRENT PLANNING DIVISION
Main Line: 287-5735



2026 ORGANIZATIONAL CHART
**LAND MANAGEMENT
 DEPARTMENT**

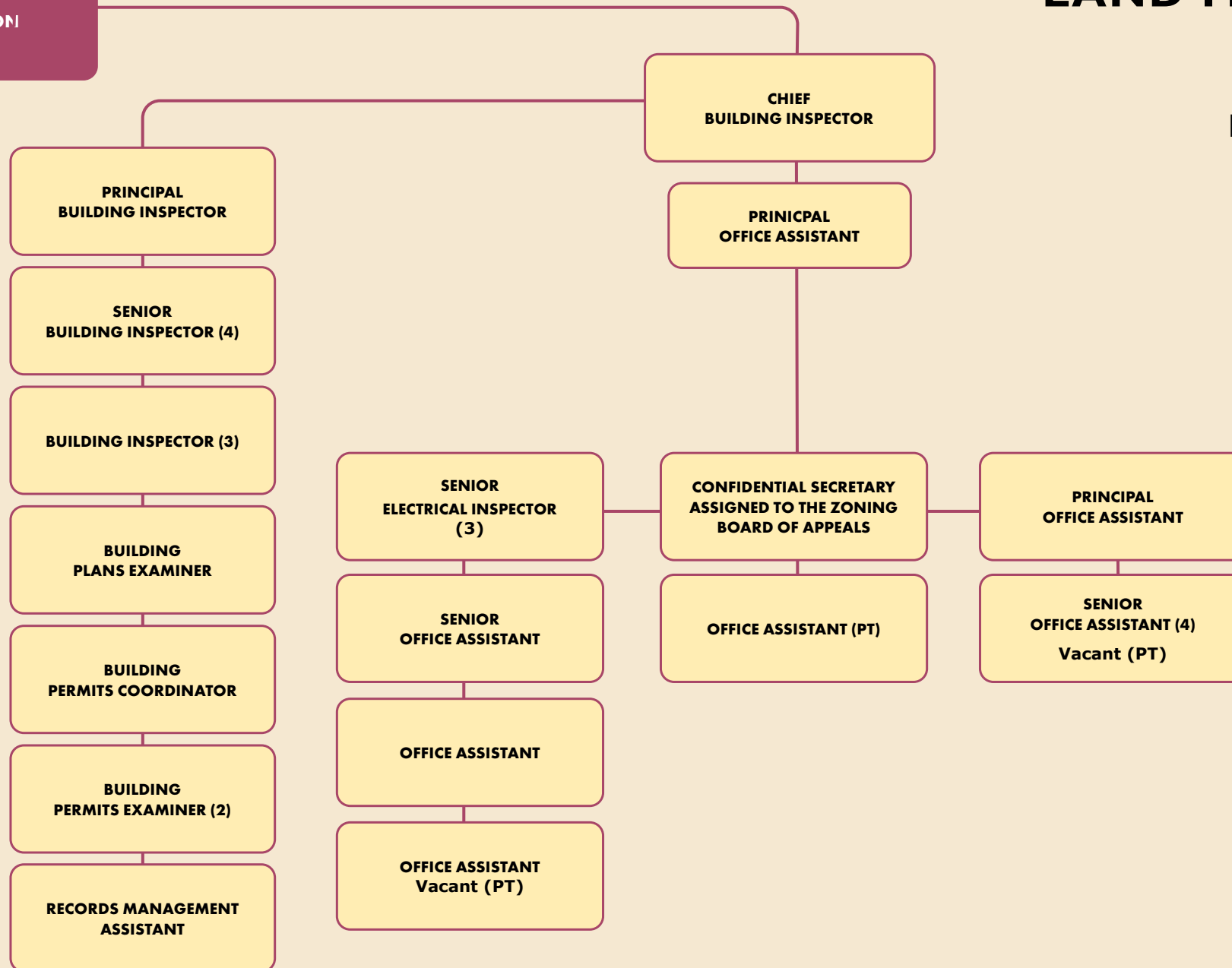
BUILDING DIVISION

Main Line: 287-5700

ELECTRICAL

Main Line: 702-1845

**LAND MANAGEMENT
 ADMINISTRATION DIVISION**



LAND MANAGEMENT ADMIN - SUMMARY

Department: Land Management Administration

Budget Year: 2026

Cost Center #: 8025

Division: Land Management Department

Manager: Janice Scherer

Tax District: Part Town Land Management (03)

NOTES:

Departmental Mission & Responsibilities:

The Land Management Administration Division coordinates the efforts of the Current Planning, Long Range Planning, Building and Zoning and Environment Divisions of the Department of Land Management. The Town Planning and Development Administrator works directly with Division Heads to set priorities, interacts with intergovernmental agencies, identifies funding sources for capital projects and leads the implementation of these projects and programs. Under the supervision of the Town Planning and Development Administrator, sustainable economic development is promoted while ensuring the protection of the Town's natural resources and quality of life of the Town's residents. The Land Management Administration Division also oversees certain capital planning projects for economic development, Comprehensive Plan studies and implementation, Zoning Code amendments and conducts and coordinates SEQRA reviews for the Town Board.

Workload:

Department Summary

Department: Land Management Administration

Budget Year: 2026

Cost Center #: 8025

Division: Land Management Department

Manager: Janice Scherer

Tax District: Part Town Land Management (03)

1. Provide professional Planning support to the Supervisor and Town Board, and other public, private and not-for-profit development entities.
2. Manage and oversees the administrative, data processing, clerical and related professional and technical services to ensure that the Department of Land Management can fulfill the mission, goals, objectives and responsibilities established by the Town Board and the Town Code.
3. Coordinate the preparation and streamlining of Town regulations and procedures that pertain to quality business growth, development and strategic business attraction and retention, environmental protection, creation of affordable housing while insuring compliance with County, State and Federal regulations.
4. Assist the Town Board and Comptroller with the preparation of the Capital Program.
5. Manage professional and administrative staff assigned to the Department.
6. Process and maintain all financial, accounting and related transactions, records and budgets for the Department and each Division.
7. In consultation with Town Attorney, review all legal matters arising within the divisions of the Department; ensure documentation is provided for discovery. Provide expert testimony.
8. Provide all administrative, data entry, accounting, clerical and related support services required by each Division.
9. Coordinate and streamline the Town's Land Management zoning regulations and procedures.
10. Act as Coastal Erosion Hazard Administrator and enforce regulations specified in the Town Code. Provide recommendations to the ZBA related to variances in Coastal hazard and adjacent areas.
11. Provide clerical staff support services to the Agricultural Advisory Committee, Architectural Review Board and Landmarks and Historic Districts Board by facilitating the mailing of meeting notices, copying and distribution of minutes, and providing pertinent information, public hearing notices and proposed legislation to the Committee.
12. Provide outreach and coordination with Citizen Advisory Committees, local chambers of commerce and other citizen, business and development organizations.
13. Administer Cultural Resources Overlay Protection Law and sign off on site disturbance plans/archaeological reports to building department for permit issuance.
14. Assess the performance of the Department's professional and technical support staff and ensure resources are available to support development and training.

NOTES:

Department Summary

Department: Land Management Administration

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Janice Scherer

Goals & Objectives:

1. Establish and continually monitor/update operating procedures for Planning Board, Conservation Board, Zoning Board of Appeals, Architectural Review Board and Licensing applications, pending adoption of zoning code amendments to streamline the procedures for review of the applicable applications.
2. Develop and implement management and administrative practices and procedures to maintain and improve the Department's overall efficiency, as well as increase confidence and satisfaction in the development process on the part of both applicants and community members.
3. Promote economic development through the implementation of the Comprehensive Plan recommendations and streamlining review initiatives such as the implementation of new 'Clariti' permitting software across all Land Management Divisions.
4. Establish new Codes and innovative practices related to sustainability and affordable housing. Maintain the Town's list of initiatives with State programs such as Climate Smart and Energy Smart Communities. Apply for grants as they become available.
5. Expand economic development activities, including procedures to assist small businesses and to attract new uses and redevelopment projects in areas of the Town needing revitalization.
6. Integrate sustainability into all Department of Land Management activities, and assist in the implementation initiatives of the Town's Sustainability Office including grant development, code amendments and incorporating sustainability principles into new plans and developments.
7. Apply for and administer grants that support the implementation of Comprehensive Plan objectives.
8. Manage the Town's Development Right Clearinghouse/Bank and establish procedures and policies for the disbursement of Town held Development Rights.
9. Create a new sewer district for the business district of Hampton Bays.
10. Continue the Riverside Sewer District implementation toward bidding and construction for Phase I and associated redevelopment.

Legal Authority:

Established pursuant to Town Code Chapter 28.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Land Management Administration - 8025													
Town Planning & Dev Administrator	ADMINISTRATIVE	161,126	7,000	8,568	176,694	1,716	9,190	24,816	453	36,174	212,868	22.6	100.0
Secretarial Assistant	ADMINSUPPORT	96,379	4,819	0	101,198	42,396	7,838	14,353	1,271	65,857	167,056	34.9	100.0
Total Land Management Administration - 8025		257,505	11,819	8,568	277,892	44,112	17,027	39,169	1,723	102,032	379,924		

NOTES:

Town of Southampton

2026 Adopted Budget

Land Management Administration - 8025

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	0	2,645	0	5,000	0	0	0	0	0	(5,000)	(100.00%)	0	0	0	0
	Total Real Property Taxes	0	2,645	0	5,000	0	0	0	0	0	(5,000)	(100.00%)	0	0	0	0
Other Revenue:																
1081	Other Payments In Lieu Of Taxes	25,000	20,190	20,000	20,000	22,010	20,000	22,000	22,000	22,000	2,000	10.00%	25,000	25,000	25,000	25,000
1790	Inter-Departmental Revenue	399,229	406,356	432,454	432,454	324,341	439,562	442,287	442,287	442,287	9,833	2.27%	442,075	446,880	446,880	446,880
	Total Other Revenue	424,229	426,546	452,454	452,454	346,351	459,562	464,287	464,287	464,287	11,833	2.62%	467,075	471,880	471,880	471,880
	Total Revenue	424,229	429,191	452,454	457,454	346,351	459,562	464,287	464,287	464,287	6,833	1.49%	467,075	471,880	471,880	471,880
Salaries:																
6100	Salaries	235,567	235,567	252,456	252,456	210,379	257,505	257,505	257,505	257,505	(5,049)	(2.00%)	262,655	262,655	262,655	262,655
6110	Longevity	11,463	11,463	11,725	11,725	0	11,725	11,819	11,819	11,819	(94)	(0.80%)	11,725	11,819	11,819	11,819
6127	Cash in Lieu of Health Benefits	7,859	8,081	8,566	8,566	4,041	8,566	8,568	8,568	8,568	(2)	(0.02%)	8,566	8,568	8,568	8,568
	Total Salaries	254,889	255,111	272,747	272,747	214,421	277,796	277,892	277,892	277,892	(5,145)	(1.89%)	282,946	283,042	283,042	283,042
Employee Benefits - Current:																
6810	Employee Retirement - Active	28,687	29,403	33,331	33,331	24,773	33,949	39,169	39,169	39,169	(5,838)	(17.51%)	34,578	39,895	39,895	39,895
6830	FICA Tax Expenditure	16,171	19,074	16,825	16,825	16,029	17,017	17,027	17,027	17,027	(203)	(1.21%)	17,213	17,224	17,224	17,224
6835	MTA Tax	871	848	933	933	433	950	0	0	0	933	100.00%	968	0	0	0
6840	Worker's Compensation	1,241	1,228	1,585	1,585	1,169	1,617	1,688	1,688	1,688	(102)	(6.46%)	1,650	1,722	1,722	1,722
6860	Medical Insurance - Active Employees	36,768	38,684	40,680	40,680	31,878	40,680	40,680	40,680	40,680	0	0.00%	40,680	40,680	40,680	40,680
6865	Dental & Optical	3,432	3,332	3,432	3,432	2,738	3,432	3,432	3,432	3,432	0	0.00%	3,432	3,432	3,432	3,432
6875	Disability	35	(4)	35	35	16	35	35	35	35	0	0.00%	35	35	35	35
	Total Employee Benefits - Current	87,205	92,564	96,821	96,821	77,035	97,680	102,032	102,032	102,032	(5,210)	(5.38%)	98,556	102,988	102,988	102,988
	Total Employee Costs	342,093	347,675	369,568	369,568	291,456	375,476	379,924	379,924	379,924	(10,356)	(2.80%)	381,502	386,030	386,030	386,030
Contractual:																
6401	Contracts	47,313	45,813	47,313	47,313	43,023	47,313	47,313	47,313	47,313	0	0.00%	47,500	47,500	47,500	47,500
6411	Printing and Stationery	3,000	2,245	3,000	3,000	2,869	3,000	3,000	3,000	3,000	0	0.00%	2,500	2,500	2,500	2,500
6412	Publications	1,400	1,221	1,400	1,400	765	1,500	1,500	1,500	1,500	(100)	(7.14%)	1,300	1,300	1,300	1,300
6416	Travel, Dues and Related	3,400	1,372	2,400	2,400	1,821	3,400	3,000	3,000	3,000	(600)	(24.98%)	3,400	3,000	3,000	3,000
6420	Other	300	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6421	Legal Notices	8,000	7,753	10,000	9,500	3,663	9,500	9,500	9,500	9,500	0	0.00%	9,500	9,500	9,500	9,500
6423	Small Equipment (Non-Capital)	400	2,989	400	900	831	500	1,000	1,000	1,000	(100)	(11.11%)	500	1,000	1,000	1,000
6425	Office Supplies	3,500	3,197	3,200	3,200	2,915	3,500	3,500	3,500	3,500	(300)	(9.38%)	3,500	3,500	3,500	3,500
6426	Supplies - Other	250	464	300	300	203	500	500	500	500	(200)	(66.67%)	500	500	500	500
6444	Mileage Reimbursement	250	52	250	250	65	250	250	250	250	0	0.00%	250	250	250	250
6450	Schools & Training	3,000	714	3,000	3,000	260	3,000	3,000	3,000	3,000	0	0.00%	5,000	5,000	5,000	5,000
6466	Telephone - Wireless	1,323	1,300	1,323	1,323	739	1,323	1,500	1,500	1,500	(177)	(13.38%)	1,323	1,500	1,500	1,500
6490	Consultants	0	0	0	5,000	0	0	0	0	0	5,000	100.00%	0	0	0	0
	Total Contractual	72,136	67,119	72,886	77,886	57,154	74,086	74,363	74,363	74,363	3,523	4.52%	75,573	75,850	75,850	75,850

Town of Southampton
2026 Adopted Budget
Land Management Administration - 8025

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
	Debt Service:															
6900	Interfund Transfer Expense	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	Total Debt Service	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	Total Expenditures	424,229	424,794	452,454	457,454	358,610	459,562	464,287	464,287	464,287	(6,832)	(1.49%)	467,075	471,880	471,880	471,880
	Net Surplus (Deficit)	0	4,397	0	0	(12,259)	0	0	0	0			0	0	0	0

2026 Town Board Zoning Amendment Fee Schedule

Fee Schedule	2026 Fee Schedule	Proposed Increase
Public Work Session for Change of Zone	\$500 \$1,000	\$500
Formal Petitions for amendments of the Zoning Law, including petitions for a change in the Zoning Map* (Except for Agricultural Conservation District)		
filing fee and first acre	\$2,500	
per additional acre or part thereof	\$500	
Not to exceed	\$10,000	
Petition to modify a zoning district boundary to annex the contiguous zoning district designation of an adjacent lot and/or to amend the Table of Uses to account for uses not currently considered	\$1,000	
Petition to change from one non-conforming use to another	\$1,000	
Applications to amend an existing Planned Development District, except for an Agricultural	\$3,000	
Agricultural Conservation District**	\$2,500	
Public hearing (includes radius map, mailing list, posters & hearing notice publications)	\$200	
Moratorium Exemptions	\$1,000	
<u>Petitions for amendments shall be submitted in quadruplicate (4) to the Town Clerk's Office.</u>		
* Refer to §330-185 of the Town Code of the Town of Southampton		
**Refer to Chapter 330-Article X.1		

NOTES:

BUILDING & ZONING DIVISION - SUMMARY

Department: Building Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Building Division is responsible for the administration, enforcement and permit issuance for construction that meets the State Building Code and all minimum standards for health and safety. Plans are reviewed in order to ensure the intent of the Town's Zoning Code is adhered to and Comprehensive Planning goals are satisfied. Specifically, the department is responsible for the following:

1. Administer Chapter 123, Building Construction, Chapter 330, Zoning, as well as interpret and enforce all associated regulations pertaining to the New York State Uniform Fire and Building Code.
2. Administer and enforce, both at the Town and Village levels, the National Electrical Code (excluding the Village of Quogue and Westhampton Dunes).
3. Administer and enforce the Town's Energy Code and Pool Construction Code (unincorporated areas only).
4. Administer the Town's Home Improvement Contractor Licensing program.
5. Provide assistance and advise the Land Management Department and other Town, County, State and Federal agencies.
7. Develop, maintain, monitor and revise internal operating procedures designed to provide a high level of customer service and timely dissemination of information and processed applications.
8. Establish and maintain procedures to effectively track and monitor land development applications.
9. Follow up on open permits for structures without certificates of occupancy/compliance.
10. Digitize and allow for e-permitting through the Town's software platform.

Department Summary

Department: Building Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Janice Scherer

Workload:

The Building Division performs various tasks to advance development and construction projects undertaken within the Town. These tasks include the following:

1. Accept, review and process all building permits, sign permits, certificates of occupancy, commercial changes in tenancy, electrical certificates of compliance, Home Improvement Contractor licenses as well as applications to the Zoning Board of Appeals, Architectural Review Board and referrals to the Landmarks & Historic Districts Board (structures greater than 75 years).
2. Accept credit card and check payments for permit applications at Town Hall; allow for e-permits and electronic payments.
3. Maintain complete and accurate records, files and a computerized Database for all building, zoning and related land management transactions.
4. Provide professional and technical staff support to the Zoning Board of Appeals, Architectural Review Board, Licensing Review Board and other citizen and related advisory boards and committees appointed by the Town Board.
5. Perform inspections to determine compliance with local municipal and state ordinances and regulations regarding building, zoning, electrical, fire safety, signs, site development, subdivision of land, natural resource conservation and all other aspects of land development.
6. Complete quarterly and annual reports on all building-related activity.
7. Schedule and conduct inspections on residential, commercial and all other building permits throughout the Township for the health, safety and welfare of the public. Coordinate inspections with public safety and the Fire Marshal's office when necessary. Respond to SLA inquiries regarding the issuance of liquor licenses.
8. Perform expedited plan reviews on an overtime basis.
9. Receive new electrical permit applications online and perform expedited inspections as needed.
10. Receive fast-track applications online.

NOTES:

Department Summary

Department: Building Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Janice Scherer

Goals & Objectives:

1. Increase departmental efficiency in administration and processing of building applications through use of online e-permitting and other electronic means to expedite plan reviews, denials and checklists for completion.
2. Enhance enforcement of the Town's building, zoning codes through interdepartmental cooperation with Code Enforcement and the Fire Marshals Office.
3. Provide support to constituents who are in the permit process; help navigate required documents and inspections to ensure a successful project conclusion.
4. Further integrate use of iPad's in the field and QR Codes for all inspectors to more effectively manage their routes and sync field reports/checklists.
5. Update the website to enable users to get real-time status updates to determine what else is required, upload documents and make payments for faster service on permits and Certificates of Occupancy.

Legal Authority:

Pursuant to the Code of the Town of Southampton.

NOTES:

2026 Building and Zoning Fee Schedule

Fee Schedule	2026 Fee Schedule	
Residential Applications		
*Two Year Fees are calculated as follows:		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
1. Completeness Review Fee for online permit submissions (town calculates fees & sends invoice prior to processing) - \$20		
2. Missed Inspection Fees- \$25		
3. Re-Inspection (after initial) Fees - \$50		
RESIDENTIAL APPLICATIONS		
All Permits Valid for Two (2) Years/Renewals (up to 2) Same as Current Permit Fee		
Up to 2000	\$.50 per sq. ft.	
2001-3000	\$.80 per sq. ft.	
3001-4000	\$1.20 per sq. ft.	
4001-5000	\$1.60 per sq. ft.	
5001 and Over*	\$2.50 per sq. ft.	
New Dwellings and Additions & Renovations, including Porches, Breezeways, Carports & Manufactured Homes & Carriage Houses	See above fee schedule	
New or Additions to Garage or Accessory Building including Barn, Gazebo, Greenhouse or Shed (unfinished space)	\$.50 per sq. ft.	
Accessory Building with Finished Interior Space	\$1.50 per sq. ft.	
Accessory Building with Unfinished Interior Space	\$.50 per sq. ft.	
Decks, Patios (Unroofed) ex: Terrace	\$.50 per sq. ft.	
Decks or Porch (Roofed) ex: Pergola/Trellis	See above Fee Schedule	
Swimming Pools - Above-Ground and In-Ground and Hot Tubs/Spa	Vinyl Pool - \$500 Gunite Pool - \$1,000 Above Ground Pool - \$200 Hot tub Spa - \$400	
Tennis Court, Pickle & Padel Ball Court	\$1,000	
Sports Court – Basketball, Bocce Ball, etc.	\$500	

NOTES:

2026 Building and Zoning Fee Schedule

Fee Schedule	2026 Fee Schedule	
MISCELLANEOUS APPLICATIONS		
Demolition of Partial or Whole Structure	\$.40 per sq. ft.	
Demolition of Non-Roofed Structures	\$50 per item	
Plumbing Fixtures	\$15 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	\$300	
Updated Certificate of Occupancy	\$300	
Property Searches	\$50	
Coastal Erosion Management Permit	\$1,500	
Signs	\$10 per sq ft	
Fence – Greater than 4 ft. up to 6 ft.	\$.10 per linear ft. (\$50 minimum fee)	\$50 minimum fee
Heating Systems (ex: Pool/Spa Heater, Generator, Fuel Conversion)	\$300 per item	
Outdoor Kitchen (Seasonal)	\$600	
Fireplace, Wood Burning Stove, Brick Oven, Built In BBQ, Outdoor Fire Pit	\$300 per item	
Awning	\$200 per Awning	
Outdoor Shower	\$200	
Elevator	\$1,000	
Battery Storage	1-80kw: \$100 \$150 81-600kw: \$200 601+kw: \$400	1-80Kw: \$50
Entry Gates with Piers	\$350 per set	
Geothermal	\$500 \$750	\$250
Residential Solar (single family)	\$400	
Wind energy conversion System	\$600 per turbine	
Relocation of Existing Structure	\$1,000	
Land Disturbance greater than 2,000 sq. ft.	\$600 \$800	\$200
Landmarks Historic District Board Review Pursuant to Town Code Section 123-9	\$75	
AMENDMENTS / RENEWALS / EXPEDITED		
Amendments to Building Permits	\$50 minimum fee + Total Amended Sq. Ft. times either \$.20, \$.50 or \$1.00 for 1st Amendment calculated at time of submittal. Same for each additional amendment. Plus additional fee associated w/additional work.	
Six Month Extension (up to four)	1st Ext. \$150 2nd Ext. \$300 3rd Ext. \$450 4th Ext. \$600	
Expedited Building Plan Review	\$1,000	
Expedited Certificate of Occupancy and Certificate of Compliance Issuance	\$600	

NOTES:

2026 Building and Zoning Fee Schedule

Fee Schedule	2026 Fee Schedule	
Commercial Applications - All Permits Valid for Two (2) Years/Renewals (up to 2) Same as Current Permit Fee		
<i>*Two Year Fees are calculated as follows:</i>		
1. Completeness Review Fee for online permit submissions (town calculates fees & sends invoice prior to processing_ - \$20		
2. Missed Inspection Fees- \$25		
3. Re-Inspection (after initial_ Fees - \$50)		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
COMMERCIAL APPLICATIONS		
New, Additions, Renovations including Commercial Buildings, Multi-Family/Apartments, Hotel, Motel	\$1.50 per sq. ft.	
New Additions, Renovations including Storage Warehouse, Commercial	\$.50 per sq. ft.	
New Additions, Renovations including Storage Warehouse, Agricultural	\$.30 per sq. ft.	
Commercial Compliance Certificate	\$300	
Change of Tenancy/Use	\$100	
MISCELLANEOUS APPLICATIONS - All Permits Valid for Two (2) Years		
Demolition of Partial or Whole Structure	\$.40 per sq. ft.	
Demolition of Non-Roofed Structures	\$50 per item	
Accessory Structure	\$1.50 per sq. ft.	
Foundation	\$1.50 per sq. ft. (\$1,000 minimum fee)	
Plumbing Fixtures	\$15 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	\$300	
Updated Certificate of Occupancy	\$300	
Property Searches	\$50	
Coastal Erosion Management Permit	\$1,500	
Signs	\$10 per sq ft (\$50 minimum fee)	
Radio Antenna/Communication Tower/Satellite Dish as per Town Code Section 330-301	\$200 per item	
Transmission Support Structure	\$1,000	
Equipment Shelter	\$.50 per sq. ft.	
Pool/Water Feature	\$1,000	
Gas/Oil/Propane Tanks	\$400	
Geothermal	\$500 \$750	\$250
Battery Storage	1-80kw: \$100 \$400	1-80kw: \$300
	81-600kw: \$200 \$600	81-600kw: \$400
	601+kw-1mw: \$500 \$750	601+kw: \$250
	+1mw-5mw: \$1,000 per mw	+1mw-5mw: \$1,000 per mw
Solar Roof top not to exceed 6,000 sq. ft.	\$1,000	
Solar-Ground Mounted up to 30 panels	\$1,000 ea. addtl. Panel \$2 (max fee \$30,000)	

NOTES:

2026 Building and Zoning Fee Schedule

Fee Schedule	2026 Fee Schedule	
Wind energy conversion system	\$600 per turbine	
Zoning Verification Letter (Requestor to complete ZV form)	\$250	
Land Disturbance greater than 2,000 sq. ft. on one acre or more	\$600	
EV Charging Station	\$200 each	
<u>AMENDMENTS / RENEWALS / EXPEDITED</u>		
Amendments to Building Permits	\$50 minimum fee + Total Amended Sq. Ft. times either \$.20, \$.50 or \$1.00 for 1st Amendment calculated at time of submittal. Same for each additional amendment. Plus additional fee associated with additional work.	
Six (6) Month Extension (up to four)	1st Ext. \$150 2nd Ext. \$300 3rd Ext. \$450 4th Ext. \$600	
Expedited Building Plan Review	\$1,000	
Expedited Issuance of Certificate of Occupancy and Certificate of Compliance	\$600	
<u>LICENSING (HOME IMPROVEMENT) Valid for one (1) Year</u>		
One-year applications (includes 2 decals)	\$250	
Renewals (on-time) (includes 2 decals)	\$100	
Renewals Late (more than 30 days) (includes 2 decals)	\$250	
In Violation (Post-Revocation)	\$150	
Additional Decals	\$2.00 each	\$2.00 each
<u>ZONING BOARD OF APPEALS</u>		
Zoning Board of Appeals application Resulting from Building Permit Denial	\$800 (Double fee if built without permits)	
Zoning Board of Appeals "Direct" Application without Building Permit Denial	\$1100 (\$800 + \$300 review fee prior to placement on agenda) (Double fee if built without permits)	
Zoning Board of Appeals Coastal Erosion or FEMA application resulting from Building Permit Denial	\$1,500	
Zoning Board of Appeals "Direct" Coastal Erosion or FEMA Application without Building Permit Denial	\$1,800 (\$1,500 + \$300 review fee prior to placement on agenda)(double fee if built without permits)	
Zoning Board of Appeals Interpretations/Appeals	\$750	
Zoning Board of Appeals Modification(s) to Decision(s)	\$400	
Zoning Board of Appeals Postponements/Adjournments	\$100	
Zoning Board of Appeals Request to Re-Open a Hearing Prior to Rendered Decision	\$100	
Zoning Board of Appeals Re-Schedule of Public Hearing (if re-advertisement is at the request of or due to error by applicant)	\$400	
Single and Separate Determinations	\$500	

NOTES:

2026 Electrical Fee Schedule

ALL MULTIPLE METER APPLICATIONS NEED ELECTRICAL INSPECTORS REVIEW FOR APPROVAL			
(1) Fees collected for electrical permits are not refundable after 30 days.			
(2) Fees for electrical work done will be doubled.			
(3) Six month extension - Ext. \$150 (up to 4 may be requested)			
(4) Structures detached from main dwelling will require a separate fee.			
(5) Single family dwellings with more than one meter will require approval from the Chief Building Inspector or an accessory permit.			
(6) Fee for Missed Inpsections (less than 24 hr. notice) - \$25			
(7) Re-Inspection (after initial) Fees- \$50			
(8) Administrative fee for error corrections, research, etc. -\$50			
(9) Completeness Review Fee for online permit submissions (Town calculates fees & sends invoice prior to processing) - \$20			
RESIDENTIAL	WORK ORDER CODES FOR ELECTRICAL PERMITS	ALL PERMITS VALID FOR TWO (2) YRS	
CODE	DESCRIPTION	2026 Fee Schedule	Proposed Increase
SVCU (Temps included)	Residential Service up to 200 amps	\$200	
	300 amps	\$300	
	400+ amps	\$400	
TEMU	Temporary construction service	\$200	
RADD	Residential additions/renovations, basement wiring, and garages (service not included)		
	Up to 1,000 sq. ft.	\$200	
	1,001 - 2,500 sq. ft.	\$300	
	2,501 - 5,000 sq. ft.	\$500	
	5,001 - 10,000 sq. ft.	\$1,000	
	10,001 - 15,000 sq. ft.	\$1,500	
	15,001 + sq. ft.	\$2,500	
CREC	Residential Service Reconnect	\$200	
EPOOL	Swimming Pools	\$200	
ESPA	Hot tub/spa	\$200 each	

NOTES:

2026 Electrical Fee Schedule

CODE	DESCRIPTION	2026 Fee Schedule	Proposed Increase
ELEA	Outdoor lighting/Misc. outdoor features	\$200	
ELEA Solar	Solar Systems	\$150	
ELGN	Generators	\$200	
IASS	Innovative and Alternative Septic System	Fee Waived	
EBTR	Battery Storage	1-80kw: \$100 81-600kw: \$200	
EVCS	Residential Electric Vehicle Charging Station	\$100 ea.	
	Expedited Inspection	\$1,000	
SERVICE NOT INCLUDED OVER 400 AMPS FOR NEW DWELLING			
RNEW	New Residential Home		
	Up to 1,000 sq. ft.	\$200	
	1,001 - 2,500 sq. ft.	\$300	
	2,501 - 5,000 sq. ft.	\$500	
	5,001 - 10,000 sq. ft.	\$1,000	
	10,001 - 15,000 sq. ft.	\$1,500	
	15,001 + sq. ft.	\$2,500	
RDET	Detached Structures (service not included)		
	Up to 1,000 sq. ft.	\$200	
	1,001 - 2,500 sq. ft.	\$300	
	2,501 - 5,000 sq. ft.	\$500	
	5,001 - 10,000 sq. ft.	\$1,000	
	10,001 - 15,000 sq. ft.	\$1,500	
	15,001 + sq. ft.	\$2,500	
CORB	Correct certificate, commercial or residential.	\$100	
	Expedited Inspection	\$1,000	

NOTES:

2026 Electrical Fee Schedule

CODE	DESCRIPTION	2026 Fee Schedule	Proposed Increase
COMMERCIAL	WORK ORDER CODES FOR ELECTRICAL PERMITS	ALL PERMITS VALID FOR TWO (2) YRS	
CODE	DESCRIPTION		
CSER	Commercial service (Temps included) Up to 200 amps 300 amps 400 + amps	\$200 \$300 \$400	
CTEM	Commercial temporary construction service	\$200	
CADR	Commercial addition/renovation (Service not included)		
	Up to 1,000 sq. ft.	\$250	
	1,001 - 2,500 sq. ft.	\$400	
	2,501 - 5,000 sq. ft.	\$500	
	5,001 - 10,000 sq. ft.	\$1,000	
	10,001 - 15,000 sq. ft.	\$1,500	
	15,001 + sq. ft.	\$3,000	
MARA	Marina	\$300	
MARD	Docks, slips and bulkheads.	\$300	
CNEW	New Commercial Building (Service not included)		
	Up to 1,000 sq. ft.	\$250	
	1,001 - 2,500 sq. ft.	\$400	
	2,501 - 5,000 sq. ft.	\$500	
	5,001 - 10,000 sq. ft.	\$1,000	
	10,001 - 15,000 sq. ft.	\$1,500	
	15,001 + sq. ft.	\$3,000	
COMP	Commercial swimming pool, spa and hot tub. (Service not included)	\$200 ea.	

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Building Division - 8029													
Chief Building Inspector	ADMINISTRATIVE	130,949	5,238	3,543	139,730	42,396	8,834	21,374	12,851	85,455	225,185	18.4	100.0
Confidential Secretary	ADMINSUPPORT	85,483	4,274	0	89,757	42,396	6,951	12,731	1,129	63,207	152,964	24.8	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	76,247	0	0	76,247	18,660	6,405	11,729	7,490	44,284	120,531	0.8	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	78,381	0	0	78,381	40,272	6,584	12,057	7,699	66,612	144,993	4.7	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	76,247	0	0	76,247	18,660	6,405	11,729	7,490	44,284	120,531	2.9	100.0
Building Permits Coordinator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 4	87,053	5,223	0	92,276	20,544	7,146	13,086	1,149	41,925	134,202	13.4	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 3	64,646	0	8,568	73,214	1,716	6,085	11,145	6,353	25,299	98,513	2.0	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	63,737	0	0	63,737	18,660	5,354	9,805	6,264	40,082	103,820	0.8	100.0
Building Plans Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 5	75,078	0	0	75,078	40,272	6,306	11,549	7,375	65,503	140,581	4.7	100.0
Office Assistant *New Position 2026- VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 1	50,523	0	0	50,523	40,272	3,915	7,170	674	52,032	102,556		100.0
Principal Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 5	101,315	6,079	0	107,394	40,272	8,323	16,437	9,946	74,978	182,372	14.5	100.0
Principal Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 4	74,072	2,963	0	77,034	40,272	5,967	10,927	981	58,147	135,181	8.4	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 4	61,265	0	0	61,265	40,272	4,748	8,695	814	54,529	115,793	2.8	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 2	84,648	0	9,216	93,864	1,716	7,815	14,312	8,313	32,157	126,020	3.0	100.0

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 8	91,248	7,300	0	98,548	40,272	8,180	15,059	8,960	72,472	171,020	14.8	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 8	91,248	5,475	0	96,723	20,544	8,083	14,804	8,960	52,391	149,115	13.9	100.0
Senior Electrical Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 2	84,648	0	0	84,648	40,272	7,110	13,021	8,313	68,717	153,364	0.7	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	60,448	0	0	60,448	18,660	4,684	8,579	803	32,727	93,175	2.1	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	60,448	0	0	60,448	40,272	4,684	8,579	803	54,339	114,787	1.8	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 4	61,265	0	0	61,265	18,660	4,748	8,695	814	32,917	94,181	4.5	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 5	62,126	2,485	0	64,611	18,660	5,005	9,165	825	33,655	98,266	9.1	100.0
Principal Office Assistant *Proposed Promotion 2026	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 3	74,030	7,403	0	81,433	40,272	6,303	11,544	980	59,099	140,532	25.2	100.0
Senior Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 3	86,930	8,693	0	95,623	20,544	7,967	14,590	8,537	51,638	147,261	21.4	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	91,248	9,125	0	100,373	40,272	8,207	15,315	8,960	72,754	173,127	28.7	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	91,248	9,125	0	100,373	40,272	8,207	15,315	8,960	72,754	173,127	23.6	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	64,151	6,415	0	70,567	20,544	5,462	10,003	852	36,861	107,428	20.5	100.0
Part-Time - Building Division	PART-TIME	95,000	0	0	95,000	0	7,980	0	9,328	17,307	112,307		100.0
Total Building Division - 8029		2,123,686	79,798	21,327	2,224,811	765,624	177,457	317,417	145,624	1,406,123	3,630,933		

NOTES:

Town of Southampton

2026 Adopted Budget

Building Division - 8029

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	(683,738)	(699,180)	(539,759)	(555,594)	(555,594)	(520,247)	(1,846,323)	(1,842,444)	(1,842,444)	(1,286,850)	231.62%	(251,806)	(1,901,183)	(1,897,230)	(1,897,230)
	Total Real Property Taxes	(683,738)	(699,180)	(539,759)	(555,594)	(555,594)	(520,247)	(1,846,323)	(1,842,444)	(1,842,444)	(1,286,850)	231.62%	(251,806)	(1,901,183)	(1,897,230)	(1,897,230)
Other Revenue:																
1562	Electrical Inspecti	575,000	1,111,675	650,000	650,000	746,050	650,000	800,000	800,000	800,000	150,000	23.08%	650,000	850,000	850,000	850,000
1790	Inter-Departmental Revenue	(621,391)	(628,520)	(630,055)	(630,055)	(472,541)	(624,344)	(642,423)	(642,423)	(642,423)	(12,368)	1.96%	(629,474)	(647,016)	(647,016)	(647,016)
2110	Zoning Fees	120,000	155,650	120,000	120,000	83,500	120,000	120,000	120,000	120,000	0	0.00%	120,000	120,000	120,000	120,000
2118	Photo Copy Fees	0	2,942	0	0	1,224	0	0	0	0	0	0.00%	0	0	0	0
2210	Intergovernmental Revenue	0	0	42,500	42,500	21,250	42,500	42,500	42,500	42,500	0	0.00%	42,500	42,500	42,500	42,500
2501	Licensing	250,000	497,275	220,000	220,000	145,650	220,000	350,000	350,000	350,000	130,000	59.09%	200,000	300,000	300,000	300,000
2555	Building Permit Fee	3,775,000	6,019,378	3,741,200	3,791,200	3,792,095	3,741,200	4,998,000	4,998,000	4,998,000	1,206,800	31.83%	3,500,000	5,070,000	5,070,000	5,070,000
2701	Miscellaneous Tax Receipts	0	1,374	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	4,098,609	7,159,774	4,143,645	4,193,645	4,317,227	4,149,356	5,668,077	5,668,077	5,668,077	1,474,432	35.16%	3,883,026	5,735,484	5,735,484	5,735,484
	Total Revenue	3,414,871	6,460,594	3,603,886	3,638,051	3,761,633	3,629,109	3,821,754	3,825,633	3,825,633	187,582	5.16%	3,631,220	3,834,301	3,838,254	3,838,254
Salaries:																
6100	Salaries	1,852,398	1,714,952	1,929,422	1,878,337	1,457,438	1,974,279	2,025,686	2,028,686	2,028,686	(150,349)	(8.00%)	2,032,156	2,086,783	2,089,843	2,089,843
6101	Overtime	35,000	124,476	50,000	100,000	93,834	60,000	60,000	60,000	60,000	40,000	40.00%	50,000	50,000	50,000	50,000
6103	Accumulated Sick/Personal Days	4,865	4,499	4,398	4,398	3,648	4,398	4,191	4,191	4,191	207	4.71%	4,398	4,191	4,191	4,191
6105	Part Time Salaries	80,000	101,688	90,000	100,250	71,534	90,000	95,000	95,000	95,000	5,250	5.24%	90,000	95,000	95,000	95,000
6110	Longevity	86,935	83,662	83,395	83,395	711	76,269	79,649	79,798	79,798	3,598	4.31%	78,022	81,612	81,761	81,761
6127	Cash in Lieu of Health Benefits	3,329	15,009	17,132	17,132	8,083	17,132	17,136	17,136	17,136	(4)	(0.02%)	17,132	17,136	17,136	17,136
	Total Salaries	2,062,527	2,044,286	2,174,347	2,183,512	1,635,248	2,222,078	2,281,662	2,284,811	2,284,811	(101,299)	(4.64%)	2,271,708	2,334,723	2,337,932	2,337,932
Employee Benefits - Current:																
6810	Employee Retirement - Active	229,062	234,779	256,927	256,927	189,316	261,727	316,971	317,417	317,417	(60,491)	(23.54%)	269,263	326,364	326,819	326,819
6830	FICA Tax Expenditure	160,827	150,872	170,403	170,403	120,957	173,026	181,803	182,047	182,047	(11,644)	(6.83%)	173,383	181,357	181,606	181,606
6835	MTA Tax	7,247	6,709	7,683	7,683	3,238	7,818	0	0	0	7,683	100.00%	7,858	0	0	0
6840	Worker's Compensation	104,066	102,957	85,406	85,406	62,974	87,185	145,109	145,148	145,148	(59,742)	(69.95%)	89,583	149,097	149,137	149,137
6860	Medical Insurance - Active Employees	709,620	612,024	744,408	744,408	491,655	700,416	721,008	721,008	721,008	23,400	3.14%	700,416	721,008	721,008	721,008
6865	Dental & Optical	42,900	33,909	42,900	42,900	28,475	42,900	44,616	44,616	44,616	(1,716)	(4.00%)	42,900	44,616	44,616	44,616
6875	Disability	459	65	459	459	100	459	476	476	476	(18)	(3.85%)	459	476	476	476
	Total Employee Benefits - Current	1,254,181	1,141,315	1,308,185	1,308,185	896,715	1,273,530	1,409,983	1,410,713	1,410,713	(102,527)	(7.84%)	1,283,862	1,422,918	1,423,662	1,423,662
	Total Employee Costs	3,316,708	3,185,601	3,482,532	3,491,697	2,531,963	3,495,608	3,691,645	3,695,523	3,695,523	(203,826)	(5.84%)	3,555,569	3,757,641	3,761,593	3,761,593
Contractual:																
6401	Contracts	0	534	875	1,375	1,271	2,051	2,060	2,060	2,060	(685)	(49.82%)	951	960	960	960
6403	Gasoline	13,000	11,537	13,000	11,350	7,591	12,000	12,000	12,000	12,000	(650)	(5.73%)	12,000	12,000	12,000	12,000
6408	Repair Vehicle	0	0	5,000	1,090	0	5,000	1,000	1,000	1,000	90	8.26%	0	0	0	0
6409	Copier Supplies	1,200	707	1,200	1,200	0	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6411	Printing and Stationery	11,600	6,102	11,900	12,600	6,955	19,400	19,000	19,000	19,000	(6,400)	(50.79%)	17,000	17,000	17,000	17,000
6412	Publications	3,500	3,879	5,000	6,900	6,587	5,000	5,000	5,000	5,000	1,900	27.54%	5,000	5,000	5,000	5,000
6416	Travel, Dues and Related	1,650	810	1,000	1,000	810	1,550	1,550	1,550	1,550	(550)	(55.00%)	1,550	1,550	1,550	1,550
6418	Uniforms	2,000	1,575	3,000	5,250	4,713	3,200	3,200	3,200	3,200	2,050	39.05%	0	0	0	0

Town of Southampton

2026 Adopted Budget

Building Division - 8029

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
6420	Other	12,000	43,443	19,850	19,850	19,809	10,600	10,600	10,600	10,600	9,250	46.60%	10,600	10,600	10,600	10,600
6421	Legal Notices	9,000	8,319	13,000	13,000	3,802	13,000	13,000	13,000	13,000	0	0.00%	13,000	13,000	13,000	13,000
6423	Small Equipment (Non-Capital)	300	1,091	300	300	297	300	300	300	300	0	0.00%	300	300	300	300
6425	Office Supplies	6,000	5,672	5,000	5,060	3,145	5,000	5,000	5,000	5,000	60	1.19%	5,000	5,000	5,000	5,000
6426	Supplies - Other	1,000	1,036	1,000	1,150	946	1,300	1,300	1,300	1,300	(150)	(13.04%)	1,350	1,350	1,350	1,350
6433	Safety Equipment	2,400	2,170	2,400	2,400	1,403	2,400	2,400	2,400	2,400	0	0.00%	2,400	2,400	2,400	2,400
6450	Schools & Training	1,200	970	1,000	1,000	310	1,300	1,300	1,300	1,300	(300)	(30.00%)	1,300	1,300	1,300	1,300
6466	Telephone - Wireless	5,700	4,855	5,000	5,000	2,588	4,000	5,000	5,000	5,000	0	0.00%	4,000	5,000	5,000	5,000
6477	Copier Leases	7,614	0	2,829	2,829	2,593	1,200	1,200	1,200	1,200	1,629	57.58%	0	0	0	0
6490	Consultants	20,000	44,135	30,000	55,000	29,965	45,000	45,000	45,000	45,000	10,000	18.18%	0	0	0	0
	Total Contractual	98,164	136,835	121,354	146,354	92,785	133,501	130,110	130,110	130,110	16,244	11.10%	75,651	76,660	76,660	76,660
	Debt Service:															
6900	Interfund Transfer Expense	0	0	0	250,000	250,000	0	0	0	0	250,000	100.00%	0	0	0	0
	Total Debt Service	0	0	0	250,000	250,000	0	0	0	0	250,000	100.00%	0	0	0	0
	Total Expenditures	3,414,872	3,322,435	3,603,886	3,888,051	2,874,748	3,629,109	3,821,755	3,825,633	3,825,633	62,418	1.61%	3,631,220	3,834,301	3,838,253	3,838,253
	Net Surplus (Deficit)	0	3,138,159	0	(250,000)	886,886	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	250,000	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	3,138,159	0	0	886,886	0	0	0	0			0	0	0	0

CURRENT PLANNING DIVISION - SUMMARY

Department: Current Planning Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

1. Provide the Planning Board with professional and technical planning services and other support services consisting of project analysis and recommendation reports relative to compliance with the Comprehensive Plan, Town Code, Zoning Code and Environmental regulations, in connection with the following development applications:
 - Realty Subdivisions
 - Lot Line Modifications
 - Site Disturbance
 - Site Plans
 - Special Exception Uses
 - Old Filed Map Development
2. Provide public notice of land development applications, their review and decisions, as required by Town Code, State and County regulations.
3. Pursue excellence in service and information offered to all involved in the land development process, including but not limited to, applicants, constituents and their representatives.

Department Summary

Department: Current Planning Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Janice Scherer

NOTES:

Workload:

1. Process applications for site plans and special exception uses, providing professional planning support and recommendations to the Town Planning Board pursuant to Town Code Sections 330-181 through 184.
2. Process applications for subdivisions, providing professional support and recommendations to the Town Planning Board, pursuant to Town Code Chapter 292.
3. Review and process Town Planning Board applications for land development in a timely and efficient manner.
4. Accept credit card and cash/check payments for permit applications at Town Hall, Monday - Friday.
5. Provide the Town Planning Board with complete relevant planning advisory reports with recommendations that will result in an effective and responsive decision making process.
6. Conduct SEQRA reviews and prepare SEQRA documents for the Planning Board.
7. Develop and maintain adequate procedures, schedules and reports to manage and track land development applications and all planning-related activity.
8. Prepare plans, reports, and maps that will be utilized to guide sustainable development, preserve natural resources and protect the Town's rural and historical character.
9. Coordinate and review Town Board referrals and change of zone applications with the Planning Board and prepare reports with recommendations that will result in effective and responsible decision making processes.
10. Respond to public inquires regarding the Town Code and development applications.
11. Develop methods for increasing education and transparency in the planning process.
12. Review Conservation Opportunity Subdivision plans to implement farmland preservation and clearing/re-vegetation plans for aquifer protection.
13. Assign a Town Planner to sit with the Zoning Board of Appeals to discuss planning considerations for imposition of reasonable conditions related to variance requests; conduct SEQRA reviews for the ZBA and coordinate actions between both Boards.
14. Review proposed code language with Long Range Planning and Town Attorneys and advise of any issues with implementation.

Department Summary

Department: Current Planning Division

Budget Year: 2026
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8021
Manager: Janice Scherer

NOTES:

Goals & Objectives:

- 1. Generate ongoing improvement in the quality of the Town's built environment through enhancements to the development approvals process.
- 2. Improve accountability through systems for tracking application stages, maintenance and performance bonds and department fees.
- 3. Review and provide input on revisions to the planning process in order to streamline the application procedures, while ensuring public notification and participation, in order to support and encourage desired growth and development.
- 4. Streamline Staff reports by amending the format, content and 'at a glance' recommendations for the applicant, Board and public to readily follow along and provide meaningful input where applicable.
- 5. Digitize application process and allow for e-permitting through the Town's new software platform Clariti.

Legal Authority:

Municipal Home Rule/Town Law

2026 Planning Fee Schedule

Fee Schedule	2026 Fee Schedule	
Site Plan Application		Proposed Increased
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	\$400	
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	

NOTES:

2026 Planning Fee Schedule

Fee Schedule	2026 Fee Schedule	
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 parcel	

NOTES:

2026 Planning Fee Schedule

Fee Schedule	2026 Fee Schedule	
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	\$50	
Legal Document Review	\$50	
Site Disturbance Plan / Over Clearing	\$1600**	
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	
Planning Board Approvals: 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	
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	
Acquifer Protection Overlay District (A.P.O.D.)	\$125	
Limit of Clearing Inspection		

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Current Planning Division - 8021													
Confidential Secretary	ADMINSUPPORT	72,181	0	0	72,181	40,272	5,594	10,244	956	57,066	129,246	2.9	100.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 3	77,308	0	8,568	85,876	1,716	6,646	12,172	1,023	21,557	107,434	2.0	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 8	104,741	6,284	0	111,026	20,544	8,250	15,731	1,275	45,799	156,825	11.9	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 3	98,543	5,913	8,568	113,024	1,716	8,278	16,000	1,200	27,194	140,218	13.8	100.0
Senior Planner *Proposed Promotion 2026	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	83,451	0	0	83,451	40,272	6,401	11,723	243	58,639	142,090	2.5	100.0
Administrative Assistant *Proposed Title Change 2026	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	77,689	6,215	0	83,904	40,272	6,496	11,896	1,028	59,692	143,596	19.3	100.0
Assistant Town Planning Director	CSEA40HOUR-NEW / CSEA40HOUR-NEW - O / Step 6	114,654	11,465	0	126,119	20,544	8,470	17,862	1,393	48,270	174,389	24.3	100.0
Program Aide I	SEASONAL	0	0	0	0	0	0	0	0	0	0		0.0
Total Current Planning Division - 8021		628,566	29,877	17,136	675,580	165,336	50,135	95,629	7,117	318,217	993,796		

NOTES:

Town of Southampton

2026 Adopted Budget

Current Planning Division - 8021

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
Real Property Taxes:																
001	Property Taxes	724,064	724,064	714,274	714,274	714,274	735,644	828,306	828,306	828,306	114,032	15.96%	769,958	824,112	824,112	824,112
	Total Real Property Taxes	724,064	724,064	714,274	714,274	714,274	735,644	828,306	828,306	828,306	114,032	15.96%	769,958	824,112	824,112	824,112
Other Revenue:																
790	Inter-Departmental Revenue	(139,109)	(140,739)	(143,253)	(143,253)	(107,440)	(143,253)	(161,932)	(161,932)	(161,932)	(18,679)	13.04%	(141,623)	(161,932)	(161,932)	(161,932)
113	Old Filed Maps	4,000	5,300	4,000	4,000	600	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
114	Planning Zoning Amendments	2,500	14,500	2,500	2,500	1,000	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
115	Other PB Scheduling Fees	76,000	107,050	90,050	90,050	59,225	90,050	90,000	90,000	90,000	(50)	(0.06%)	80,050	80,050	80,050	80,050
116	LM Planning Div- Site Plan-Fees	135,000	187,913	150,000	150,000	94,883	150,000	150,000	150,000	150,000	0	0.00%	140,000	140,000	140,000	140,000
117	Special Exceptions Planning Fee	7,000	7,200	7,000	7,000	7,200	7,000	7,000	7,000	7,000	0	0.00%	7,000	7,000	7,000	7,000
120	Sub Div-Planning Fees	140,000	75,350	140,000	140,000	35,900	140,000	75,000	75,000	75,000	(65,000)	(46.43%)	145,000	120,000	120,000	120,000
	Total Other Revenue	225,391	256,574	250,297	250,297	91,369	250,297	166,568	166,568	166,568	(83,729)	(33.45%)	236,927	191,618	191,618	191,618
	Total Revenue	949,455	980,638	964,571	964,571	805,643	985,941	994,874	994,874	994,874	30,303	3.14%	1,006,885	1,015,730	1,015,730	1,015,730
Salaries:																
100	Salaries	576,067	587,074	608,896	608,896	505,380	626,127	628,566	628,566	628,566	(19,670)	(3.23%)	643,060	644,864	644,864	644,864
101	Overtime	0	1,240	0	2,300	1,417	0	0	0	0	2,300	100.00%	0	0	0	0
103	Accumulated Sick/Personal Days	0	0	0	570	569	0	0	0	0	570	100.00%	0	0	0	0
105	Part Time Salaries	5,520	2,664	5,520	2,650	0	5,520	1,000	1,000	1,000	1,650	62.27%	5,520	1,500	1,500	1,500
110	Longevity	28,489	28,489	29,379	29,379	0	30,174	29,877	29,877	29,877	(498)	(1.70%)	30,927	30,560	30,560	30,560
127	Cash in Lieu of Health Benefits	7,859	14,142	17,132	17,132	8,083	17,132	17,136	17,136	17,136	(4)	(0.02%)	17,132	17,136	17,136	17,136
	Total Salaries	617,936	633,608	660,928	660,928	515,448	678,953	676,580	676,580	676,580	(15,652)	(2.37%)	696,639	694,060	694,060	694,060
Employee Benefits - Current:																
810	Employee Retirement - Active	69,616	71,354	80,450	80,450	59,447	82,663	95,629	95,629	95,629	(15,179)	(18.87%)	84,833	98,032	98,032	98,032
830	FICA Tax Expenditure	46,747	47,293	49,509	49,509	38,445	50,392	50,212	50,212	50,212	(702)	(1.42%)	51,237	51,010	51,010	51,010
835	MTA Tax	2,132	2,102	2,270	2,270	1,034	2,332	0	0	0	2,270	100.00%	2,393	0	0	0
840	Worker's Compensation	9,183	9,085	6,800	6,800	5,014	6,987	6,994	6,994	6,994	(193)	(2.84%)	7,169	7,168	7,168	7,168
860	Medical Insurance - Active Employees	191,688	145,954	152,460	152,460	120,521	152,460	153,324	153,324	153,324	(864)	(0.57%)	152,460	153,324	153,324	153,324
865	Dental & Optical	12,012	9,625	12,012	12,012	8,214	12,012	12,012	12,012	12,012	0	0.00%	12,012	12,012	12,012	12,012
875	Disability	141	21	141	141	31	141	123	123	123	18	12.50%	141	123	123	123
	Total Employee Benefits - Current	331,519	285,434	303,643	303,643	232,707	306,987	318,294	318,294	318,294	(14,651)	(4.82%)	310,246	321,669	321,669	321,669
	Total Employee Costs	949,455	919,042	964,571	964,571	748,155	985,940	994,873	994,873	994,873	(30,302)	(3.14%)	1,006,885	1,015,730	1,015,730	1,015,730
	Total Expenditures	949,455	919,042	964,571	964,571	748,155	985,940	994,873	994,873	994,873	(30,302)	(3.14%)	1,006,885	1,015,730	1,015,730	1,015,730
	Net Surplus (Deficit)	0	61,596	0	0	57,487	0	0	0	0			0	0	0	0

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION - SUMMARY

Department: Long Range Planning & Economic Development Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

1. Assist with the implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning including: land use, zoning, sustainability, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
2. Maintain the Comprehensive Plan as a living document that is updated and adapted to changing conditions and is used as the guiding document for Town policies, programs and regulations.
3. Lead review of Change of Zone applications.
4. Lead the implementation of the Town's Comprehensive Plan, codes, programs and policies related to the Central Pine Barrens Plan, groundwater protection, farmland preservation and water quality.
5. Assist and advise Land Management Divisions, Town Departments and Town Trustees on matters related to planning and with the fulfillment of their missions.
6. Provide professional and technical assistance to Town appointed and elected advisory boards and committees.
7. Assist and advise other Town, County, State and Federal agencies on matters related to Long Range and Comprehensive Planning.
8. Work with Town Code Compliance and Emergency Management Administrator on all matters related to Code compliance as it relates to Land Management Divisions (Building and Zoning, Planning, Environment) as well as Emergency Management/Hazard Mitigation Planning.
9. Review and approve all Coastal Erosion Hazard Area Permit applications; involved in creation and implementation of all Coastal Erosion special taxing districts.
10. Provide assistance and support to Town Community Preservation program on water quality planning and matters related to the long term implementation of the Water Quality Improvement Project Plan.

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Janice Scherer

NOTES:

Workload:

1. Prepare legislation required for the implementation, updating and amendment of the Town's Comprehensive Plan, codes, programs and policies related to planning, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
2. Prepare short and long-range plans, reports and maps, which will be utilized to guide sustainable development, preserve natural resources and protect the Town's rural and historical character.
3. Review Town Board change of zone applications and prepare reports with recommendations that will result in effective and responsive decision making processes.
4. Conduct ongoing activities to inform and engage the public in planning for the future of the Town.
5. Assist in the timely implementation of the Town's Comprehensive Plan, including the preparation of zoning amendments and legislation.
6. Provide a high level of service, support and education to applicants and citizens involved in the land planning process and long range planning.
7. Prepare reports, studies, maps, plans and specifications for Town Board initiatives, studies, programs, projects, legislation and code amendments.
8. Prepare reports, studies, maps, plans and specifications required for the updating, amendment and implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning, economic development, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
9. Prepare and maintain maps through the use of the Town's GIS, related to planning initiatives, studies, programs, projects, legislation and code amendments.
10. Conduct SEQRA reviews and prepare SEQRA documents for Town Board initiatives, studies, programs, projects, legislation and code amendments.
11. Review Agricultural Conservation District plans to implement long-range farmland preservation strategies.
12. Foster the coordination of all planning initiatives with intermunicipal, regional and state agencies.

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Janice Scherer

Goals & Objectives:

1. Complete existing pipeline of previously initiated long range projects.
2. Complete and implement Town initiated public-private development projects, including downtown revitalization of Riverside, Hampton Bays, and others.
3. Assess implementation of the Town's Comprehensive Plan to date and develop an action plan for the remaining recommendations including recommendations within hamlet studies.
4. Promote economic development as recommended in the Comprehensive Plan, and permit streamlining initiatives (implement Clariti software).
5. Expand economic development activities, including procedures to assist small businesses and to create ongoing revenue for the Town taxpayer.

Legal Authority:

Pursuant to the Town Code of the Town of Southampton and as enabled by NYS Town Law

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Long Range Planning & Economic Development Division - 8026													
Town Planning Director	ADMINISTRATIVE	143,873	7,000	11,531	162,404	1,716	8,982	22,807	406	33,911	196,316	42.2	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	73,068	0	8,568	81,636	1,716	6,318	11,570	968	20,572	102,208	1.8	100.0
Principal Planner - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 1	95,768	0	0	95,768	40,272	7,414	13,578	1,167	62,431	158,200		100.0
Senior Planner - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	83,451	0	0	83,451	40,272	6,461	11,832	1,019	59,583	143,034		100.0
Total Long Range Planning & Economic Development Division - 8026		396,161	7,000	20,099	423,260	83,976	29,175	59,787	3,560	176,498	599,757		

NOTES:

Town of Southampton

2026 Adopted Budget

Long Range Planning & Economic Development Division - 8026

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	590,307	587,662	585,132	580,132	585,132	595,570	599,757	599,757	599,757	19,625	3.38%	609,442	613,809	613,809	613,809
	Total Real Property Taxes	590,307	587,662	585,132	580,132	585,132	595,570	599,757	599,757	599,757	19,625	3.38%	609,442	613,809	613,809	613,809
	Total Revenue	590,307	587,662	585,132	580,132	585,132	595,570	599,757	599,757	599,757	19,625	3.38%	609,442	613,809	613,809	613,809
Salaries:																
6100	Salaries	378,615	182,117	387,406	382,406	131,084	396,161	396,161	396,161	396,161	(13,755)	(3.60%)	407,743	407,743	407,743	407,743
6103	Accumulated Sick/Personal Days	4,921	3,108	5,045	5,045	3,797	5,045	2,963	2,963	2,963	2,082	41.27%	5,045	2,963	2,963	2,963
6110	Longevity	6,735	6,734	7,000	7,000	0	7,000	7,000	7,000	7,000	0	0.00%	7,000	7,000	7,000	7,000
6127	Cash in Lieu of Health Benefits	7,859	12,122	17,132	17,132	8,083	17,132	17,136	17,136	17,136	(4)	(0.02%)	17,132	17,136	17,136	17,136
	Total Salaries	398,130	204,081	416,583	411,583	142,964	425,338	423,260	423,260	423,260	(11,677)	(2.84%)	436,920	434,842	434,842	434,842
Employee Benefits - Current:																
6810	Employee Retirement - Active	45,221	46,350	51,022	51,022	37,791	52,095	59,787	59,787	59,787	(8,766)	(17.18%)	53,516	61,426	61,426	61,426
6830	FICA Tax Expenditure	27,900	15,612	28,702	28,702	10,937	29,202	29,175	29,175	29,175	(473)	(1.65%)	29,918	29,891	29,891	29,891
6835	MTA Tax	1,373	694	1,428	1,428	326	1,458	0	0	0	1,428	100.00%	1,498	0	0	0
6840	Worker's Compensation	5,629	5,569	3,351	3,351	2,471	3,431	3,489	3,489	3,489	(138)	(4.11%)	3,544	3,604	3,604	3,604
6860	Medical Insurance - Active Employees	105,120	1,255	77,112	77,112	0	77,112	77,112	77,112	77,112	0	0.00%	77,112	77,112	77,112	77,112
6865	Dental & Optical	6,864	2,591	6,864	6,864	1,711	6,864	6,864	6,864	6,864	0	0.00%	6,864	6,864	6,864	6,864
6875	Disability	71	10	71	71	15	71	71	71	71	0	0.00%	71	71	71	71
	Total Employee Benefits - Current	192,177	72,081	168,549	168,549	53,252	170,233	176,498	176,498	176,498	(7,949)	(4.72%)	172,523	178,967	178,967	178,967
	Total Employee Costs	590,307	276,162	585,132	580,132	196,216	595,570	599,757	599,757	599,757	(19,626)	(3.38%)	609,442	613,809	613,809	613,809
	Total Expenditures	590,307	276,162	585,132	580,132	196,216	595,570	599,757	599,757	599,757	(19,626)	(3.38%)	609,442	613,809	613,809	613,809
	Net Surplus (Deficit)	0	311,500	0	0	388,916	0	0	0	0			0	0	0	0

Department Summary

Department: Environment Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The mission and responsibility of the Town's Environment Division is to sustain, enhance, protect, and restore the Town's natural resources for future generations. This is accomplished by:

1. Administering environmental land use regulations for the Town and the Village of Sagaponack, including wetland protection (Chapters 325 and 225, respectively) and dune restoration (Chapters 138 and 42, respectively), with the goal of minimizing impacts of development on wetlands and dunes/beaches.
2. Providing scientific and technical support, by preparing reports, recommendations, management plans and testimony for local government boards and departments, including the Town, Conservation, Planning, Zoning and Community Preservation Advisory Boards, as well as for other agencies, councils, commissions, advisory committees and community groups.
3. Identifying open space protection priorities at the Town, County and State levels.
4. Coordinating environmental protection efforts with Federal, State and County agencies, in order to help make cooperative informed science based decisions regarding natural resources conservation and coastal resiliency planning.
5. Educate, engage and inspire the public to protect and take action to protect and steward natural resources.

Workload:

The Environment Division administers and coordinates the following projects and tasks as part of its workload:

1. Provide technical reports, scientific expertise and testimony to the Conservation Board as well as; the Town Board, Board of Trustees, Planning Board and Zoning Board of Appeals, and Federal, State, and County agencies related to natural resource conservation and management, open space protection, habitat restoration, coastal resources, climate change resilience, post storm damage assessment, natural shoreline stabilization, rare and endangered species, biodiversity, ecosystem health, wildlife, groundwater protection, water quality improvement, non-point source pollution abatement, innovative alternative on-site wastewater treatment systems, vector control, pesticides, Peconic and South Shore Estuaries, Central Pine Barrens, landscaping, roadside beautification, wetlands, forest health, invasive species control, deer management, environmental education, stewardship, assessment of environmental impacts, environmental enforcement and code amendments.
2. Provide professional and technical services to enable the Town and the Village of Sagaponack to administer and implement Village code wetlands protection and coastal erosion management programs, including review of all wetland and coastal erosion/dune restoration applications, pursuant to Chapters 325 (Wetlands), 138 (Coastal Erosion Hazard Area) and Section 330-50 (Coastal Erosion Hazard Adjacent Areas) of the Town Code and Chapters 225 (Wetlands) and 42 (Coastal Erosion Hazard Area) of the Village Code.

Department Summary

Department: Environment Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Janice Scherer

NOTES:

3. Serve as a designated alternate to the Town Supervisor on the Central Pine Barrens Joint Planning and Policy Commission and South Shore Estuary Reserve Council, as well as attend and participate in all meetings.

4. Attend and provide technical support at Peconic Estuary Partnership and South Shore Estuary Reserve meetings.

5. Prepare and manage consultant and related contracts involving the conservation and restoration of the Town's natural resources.

6. Perform post storm damage assessment surveys and provide technical guidance regarding remediation to both the Town and private property land owners.

7. Apply science and work with local and government partners to develop woodland, beach dune and wetland restoration plans to address local natural and scenic resource protection needs and ensure compliance with Chapters 138 (Coastal Erosion Hazard Area) and 325 (Wetlands) of the Town Code.

8. Provide technical support and environmental monitoring services to ensure effective conservation action with respect to preservation of wild places and biodiversity and protection of rare, threatened and endangered species and high priority species of greatest conservation need, including abating threats and maintaining and restoring habitats and linkages critical to wildlife.

9. Share scientific knowledge and assist in control and monitoring of invasive species, such as southern pine beetle, mile-a-minute spotted lanternfly, and others.

10. Coordinate with Federal, State, County and other municipal agencies to respond to emerging environmental threats/concerns, such as impacts of climate change on ecosystems, oak wilt and invasive species.

11. Provide technical input and support with regards to the implementation of the Water Protection Plan and other land use/natural resource management plans.

12. Maintain public outreach and inter-agency contacts, including providing guidance to the public with respect to environmental regulations and sharing our science knowledge to engage and inspire landowners, communities and government partners to support conservation.

13. Act as technical liaison between the Town and the four (4) Beach Erosion Control Districts, as well as. for the Community Preservation Advisory Board.

14. Identify and prepare grant applications for local environmental protection measures, inclusive of wetlands restoration, stormwater abatement, shellfish management, open space protection, coastal erosion management and planning, and water quality. Administer grant awards by overseeing contractors and providing regular status reports.

15. Facilitate development and application of GIS mapping tools and digital databases for natural resource planning and management.

Department Summary

Department: Environment Division

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Janice Scherer

NOTES:

Goals & Objectives:

1. Increase Division efficiency and productivity with regards to completing wetland and coastal erosion management permit applications, as well as all other tasks related to the management, regulation, conservation and restoration of the Town's natural resources.
2. Continue to build strong and trusting partnerships with public and private sectors to ensure effective conservation action.
3. Expand environmental education and outreach focusing on increasing public understanding of the intrinsic values of wild places and wildlife, and the need and role of environmental regulations and encouraging the participation of the private sector, local communities, schools, user groups, individuals and nonprofit organizations in natural resource conservation and stewardship.
4. Enhance the Division's capability to promote and enforce compliance with environmental regulations.
5. Implement the Waterfront Protection Plan and other land use/natural resources management plans for the Town.
6. Integrate all environmental application data and documents into the new Clariti software, as well as expand present GIS capabilities to include environmental inventory and mapping of all lands restricted by easements and covenants.

Legal Authority:

Chapter 325 (Wetlands)
Chapter 138 (Coastal Erosion Hazard Areas)
Section 330-50 (Coastal Erosion Hazard Adjacent Areas)
Article XIII (Aquifer Protection Overlay District, Sec. 330-67 (Protection of Natural Vegetation)
Chapter 157 (Environmental Quality Review)
Article XXIV (Central Pine Barrens Overlay District)
Chapter 231 (Nature Preserve)
Chapter 225 (Wetlands) of the code of the Village of Sagaponack
Chapter 42 (Coastal Erosion Hazard Areas) of the code of the Village of Sagaponack

2026 Environment Fee Schedule

Fee Schedule	2026 Fee Schedule	Proposed Increase
Certificate of Coastal and Wetland Compliance and Lot Inspections	\$600	
Letters of Non-Jurisdiction	\$500	
Wetlands Boundary Flagging		
1 ST Acre or less:	\$600	
Each additional Acre:	\$100	
Maximum Fee	\$3,000	
Conservation Board Wetland Permit	\$1,200	
Existing Structures Constructed or Land Disturbed Without Required Conservation Board Wetland Permits (legalization)	\$1,000*	
Modification of Conservation Board Conditional Approval Prior to Wetland Permit Issuance	\$500	
Transfer of Conservation Board Conditional Approval Prior to Wetland Permit Issuance	\$300	
Administrative Wetland Permit	\$600	
Existing Structures Constructed or Land Disturbed without Required Administrative Board Wetland Permits (Legalization)	\$1,000*	
Permit Renewals		
Active Permits	\$500	
Expired Permits	\$600	
Permits Transfers	\$300	
Conservation Board Wetland Permit Modification	\$500	
Administrative Wetland Permit Modification	\$500	
Public Hearing Adjournment (If adjournment is at the request of applicant or due to error by applicant)	\$100	
Reschedule of Public Hearing (If re-hearing is at the request of applicant or due to error by applicant)	\$300	
Easement Interpretation and Conservation Management Plan	\$1,000	
Wetland Boundary and Jurisdictional Appeal	\$1,000	
*Added to standard applicable permit fee		

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Environment Division - 8090													
Chief Environmental Analyst	ADMINISTRATIVE	149,640	7,000	5,784	162,424	42,396	9,003	23,007	1,813	76,219	238,643	37.0	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 6	76,091	4,565	0	80,657	40,272	6,240	11,428	931	58,871	139,527	14.0	100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1	75,190	0	0	75,190	18,660	5,769	10,566	243	35,238	110,428	3.4	100.0
Environmental Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	59,609	0	0	59,609	18,660	4,574	8,376	196	31,807	91,416	1.3	100.0
Senior Environmental Analyst - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	83,451	0	0	83,451	40,272	6,461	11,832	1,019	59,583	143,034		100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 8	64,151	3,849	0	68,000	20,544	5,266	9,644	852	36,305	104,306	12.4	100.0
Total Environment Division - 8090		508,132	15,415	5,784	529,331	180,804	37,312	74,853	5,054	298,023	827,354		

NOTES:

Town of Southampton

2026 Adopted Budget

Environment Division - 8090

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	415,900	415,900	462,666	462,666	462,666	435,931	483,226	483,226	483,226	20,560	4.44%	452,847	500,990	500,990	500,990
	Total Real Property Taxes	415,900	415,900	462,666	462,666	462,666	435,931	483,226	483,226	483,226	20,560	4.44%	452,847	500,990	500,990	500,990
Other Revenue:																
1790	Inter-Departmental Revenue	(54,909)	(55,039)	(55,165)	(55,165)	(41,374)	(55,165)	(55,872)	(55,872)	(55,872)	(707)	1.28%	(55,165)	(55,872)	(55,872)	(55,872)
2112	Wetland Fees	435,000	398,200	420,000	420,000	254,200	420,000	400,000	400,000	400,000	(20,000)	(4.76%)	420,000	400,000	400,000	400,000
	Total Other Revenue	380,091	343,161	364,835	364,835	212,826	364,835	344,128	344,128	344,128	(20,707)	(5.68%)	364,835	344,128	344,128	344,128
	Total Revenue	795,991	759,061	827,501	827,501	675,492	800,766	827,354	827,354	827,354	(147)	(0.02%)	817,682	845,118	845,118	845,118
Salaries:																
6100	Salaries	481,302	343,315	497,176	497,176	333,552	493,390	508,132	508,132	508,132	(10,956)	(2.20%)	507,240	522,523	522,523	522,523
6103	Accumulated Sick/Personal Days	5,393	5,392	5,528	5,643	5,642	5,528	5,784	5,784	5,784	(141)	(2.50%)	5,528	5,784	5,784	5,784
6110	Longevity	18,148	14,943	15,190	15,190	0	15,415	15,415	15,415	15,415	(225)	(1.48%)	15,647	15,647	15,647	15,647
	Total Salaries	504,843	363,650	517,894	518,009	339,194	514,333	529,331	529,331	529,331	(11,322)	(2.19%)	528,416	543,954	543,954	543,954
Employee Benefits - Current:																
6810	Employee Retirement - Active	57,831	59,274	63,628	63,628	47,068	63,167	74,853	74,853	74,853	(11,225)	(17.64%)	64,897	76,920	76,920	76,920
6830	FICA Tax Expenditure	36,435	27,207	36,702	36,702	25,278	36,228	37,312	37,312	37,312	(611)	(1.66%)	37,129	38,253	38,253	38,253
6835	MTA Tax	1,756	1,211	1,781	1,781	679	1,768	0	0	0	1,781	100.00%	1,816	0	0	0
6840	Worker's Compensation	11,504	11,382	5,791	5,791	4,270	5,561	4,949	4,949	4,949	842	14.54%	5,714	5,081	5,081	5,081
6860	Medical Insurance - Active Employees	173,220	110,289	191,304	191,189	109,379	169,308	170,508	170,508	170,508	20,681	10.82%	169,308	170,508	170,508	170,508
6865	Dental & Optical	10,296	6,805	10,296	10,296	6,845	10,296	10,296	10,296	10,296	0	0.00%	10,296	10,296	10,296	10,296
6875	Disability	106	11	106	106	21	106	106	106	106	0	0.00%	106	106	106	106
	Total Employee Benefits - Current	291,148	216,180	309,607	309,492	193,539	286,433	298,023	298,023	298,023	11,468	3.71%	289,266	301,164	301,164	301,164
	Total Employee Costs	795,991	579,830	827,501	827,501	532,734	800,766	827,354	827,354	827,354	147	0.02%	817,682	845,118	845,118	845,118
	Total Expenditures	795,991	579,830	827,501	827,501	532,734	800,766	827,354	827,354	827,354	147	0.02%	817,682	845,118	845,118	845,118
	Net Surplus (Deficit)	0	179,231	0	0	142,759	0	0	0	0			0	0	0	0

ARCHITECTURAL REVIEW BOARD - SUMMARY

Department: Architectural Review Board

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8013

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Architectural Review Board (ARB) reviews architectural compatibility of new commercial sites, commercial signage and new or substantial renovations of residential homes. The ARB submits advisory reports to the Planning Board, records all actions taken by the Board in session, and makes this information available to the public. Individual ARB members review non-substantial residential homes and expedited building permit applications which are electronically forwarded to the appropriate Board Member for review by Land Management staff. The ARB member electronically returns the reviewed application with their comments. ARB meets in public session once a month.

Workload:

The Architectural Review Board reviews new commercial sites, substantial residential construction, signage, and other design related inquiries. The ARB submits advisory reports to the Planning Board, records all actions in public session and makes this information available to the public.

Goals & Objectives:

The Town Board anticipates requests for multi-family types of residential development and would want the ARB to make additional design-related recommendations, especially as architecture evolves to integrate sustainability, solar, green roofs, community gardens, solar parking canopies and other high level design.

Legal Authority:

Established pursuant to Southampton Town Code, Article XIX.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Architectural Review Board - 8013													
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	407	745	32	1,183	6,483	3.8	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	407	745	32	1,183	6,483		100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	407	745	32	1,183	6,483		100.0
Architectural Review Board	APPOINTBOARD	6,300	0	0	6,300	0	483	885	35	1,403	7,703	25.0	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	407	745	32	1,183	6,483	14.6	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	407	745	32	1,183	6,483	18.0	100.0
Architectural Review Board	APPOINTBOARD	5,300	0	0	5,300	0	407	745	32	1,183	6,483	2.0	100.0
Total Architectural Review Board - 8013		38,100	0	0	38,100	0	2,923	5,352	226	8,501	46,601		

NOTES:

Town of Southampton

2026 Adopted Budget

Architectural Review Board - 8013

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
Other Revenue:																
1790	Inter-Departmental Revenue	45,798	45,798	46,011	46,011	34,508	46,011	46,601	46,601	46,601	590	1.28%	46,011	46,601	46,601	46,601
	Total Other Revenue	45,798	45,798	46,011	46,011	34,508	46,011	46,601	46,601	46,601	590	1.28%	46,011	46,601	46,601	46,601
	Total Revenue	45,798	45,798	46,011	46,011	34,508	46,011	46,601	46,601	46,601	590	1.28%	46,011	46,601	46,601	46,601
Salaries:																
6100	Salaries	38,100	36,554	38,100	38,100	31,487	38,100	38,100	38,100	38,100	0	0.00%	38,100	38,100	38,100	38,100
	Total Salaries	38,100	36,554	38,100	38,100	31,487	38,100	38,100	38,100	38,100	0	0.00%	38,100	38,100	38,100	38,100
Employee Benefits - Current:																
6810	Employee Retirement - Active	4,292	4,399	4,641	4,641	3,659	4,641	5,352	5,352	5,352	(711)	(15.33%)	4,641	5,352	5,352	5,352
6830	FICA Tax Expenditure	2,932	2,796	2,922	2,922	2,409	2,922	2,923	2,923	2,923	(1)	(0.02%)	2,922	2,923	2,923	2,923
6835	MTA Tax	130	124	130	130	64	130	0	0	0	130	100.00%	130	0	0	0
6840	Worker's Compensation	221	219	95	95	70	95	103	103	103	(8)	(8.00%)	95	103	103	103
6875	Disability	123	56	123	123	59	123	123	123	123	0	0.00%	123	123	123	123
	Total Employee Benefits - Current	7,698	7,594	7,911	7,911	6,262	7,911	8,501	8,501	8,501	(590)	(7.46%)	7,911	8,501	8,501	8,501
	Total Employee Costs	45,798	44,148	46,011	46,011	37,749	46,011	46,601	46,601	46,601	(590)	(1.28%)	46,011	46,601	46,601	46,601
	Total Expenditures	45,798	44,148	46,011	46,011	37,749	46,011	46,601	46,601	46,601	(590)	(1.28%)	46,011	46,601	46,601	46,601
	Net Surplus (Deficit)	0	1,650	0	0	(3,241)	0	0	0	0			0	0	0	0

CONSERVATION BOARD - SUMMARY

Department: Conservation Board

Budget Year: 2026
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8730
Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Southampton Town Conservation Board assists and partners with local communities, boards, government, landowners and the private sector to protect and restore natural areas, ecosystems, wetlands, water quality, wildlife habitat, estuaries, pine barrens, woodlands, and coastlines, by administering environmental regulations and developing science based policies, standards and recommendations for preservation of wetlands and wild places vital to the ecosystem and human health.

Workload:

The principal workload of the Southampton Town Conservation Board is to review applications subject to regulations that protect freshwater, tidal and brackish wetlands, pursuant to Chapter 325 of the Town Code and Chapter 225 of the Code of the Village of Sagaponack. The permit process involves wetland identification; landowner education; review of proposed development plans and evaluation of practicable alternatives; mitigation, assessment of impacts and costs; and landowner satisfaction. Acting in an advisory capacity, the Conservation Board also conducts environmental impact analysis and reviews and recommends protective and mitigative actions for a wide range of applications that have been referred to the Board from the Planning Board, Zoning Board of Appeals, Town Board, and the Town Trustees. The seven STCB members visit hundreds of sites annually, which have been proposed for development. These visits become the basis for making conservation decisions. This Board also provides conservation management advice for the many environmental information requests received each year.

Goals & Objectives:

1. To protect and restore wetlands and natural buffers because they are biodiverse, beneficial to water quality, resilient to climate change and vital to wildlife and human health.
2. To inspire people to value nature and to partner with the Board to protect and restore wetlands, water quality and wild places, by fostering environmentally sound land use practices, conservation education and stewardship.
3. To bring scientific research to wetland conservation design, permitting and decision-making.
4. To encourage and enhance opportunities for public input in Conservation Board meetings and the wetland permit process.

Legal Authority:

Established pursuant to Southampton Town Law, Chapter 325, and code of the Village of Sagaponack, Chapter 225.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Conservation Board - 8730													
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	885	35	1,403	7,703	11.0	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	885	35	1,403	7,703	30.0	100.0
Conservation Board	APPOINTBOARD	7,900	0	0	7,900	0	606	1,110	39	1,755	9,655	36.0	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	885	35	1,403	7,703	18.0	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	885	35	1,403	7,703		100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	885	35	1,403	7,703	28.9	100.0
Conservation Board	APPOINTBOARD	6,300	0	0	6,300	0	483	885	35	1,403	7,703	20.6	100.0
Total Conservation Board - 8730		45,700	0	0	45,700	0	3,505	6,420	247	10,172	55,872		

NOTES:

Town of Southampton

2026 Adopted Budget

Conservation Board - 8730

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
	Other Revenue:															
1790	Inter-Departmental Revenue	54,909	55,039	55,165	55,165	41,374	55,165	55,872	55,872	55,872	707	1.28%	55,165	55,872	55,872	55,872
	Total Other Revenue	54,909	55,039	55,165	55,165	41,374	55,165	55,872	55,872	55,872	707	1.28%	55,165	55,872	55,872	55,872
	Total Revenue	54,909	55,039	55,165	55,165	41,374	55,165	55,872	55,872	55,872	707	1.28%	55,165	55,872	55,872	55,872
	Salaries:															
6100	Salaries	45,700	45,700	45,700	45,700	35,721	45,700	45,700	45,700	45,700	0	0.00%	45,700	45,700	45,700	45,700
	Total Salaries	45,700	45,700	45,700	45,700	35,721	45,700	45,700	45,700	45,700	0	0.00%	45,700	45,700	45,700	45,700
	Employee Benefits - Current:															
6810	Employee Retirement - Active	5,148	5,277	5,566	5,566	4,341	5,566	6,420	6,420	6,420	(853)	(15.33%)	5,566	6,420	6,420	6,420
6830	FICA Tax Expenditure	3,516	3,496	3,505	3,505	2,733	3,505	3,505	3,505	3,505	(1)	(0.02%)	3,505	3,505	3,505	3,505
6835	MTA Tax	156	155	156	156	77	156	0	0	0	155	99.81%	156	0	0	0
6840	Worker's Compensation	265	262	114	114	84	114	123	123	123	(9)	(8.00%)	114	123	123	123
6875	Disability	123	54	123	123	54	123	123	123	123	0	0.00%	123	123	123	123
	Total Employee Benefits - Current	9,209	9,244	9,465	9,465	7,288	9,465	10,172	10,172	10,172	(708)	(7.48%)	9,465	10,172	10,172	10,172
	Total Employee Costs	54,909	54,944	55,165	55,165	43,009	55,165	55,872	55,872	55,872	(708)	(1.28%)	55,165	55,872	55,872	55,872
	Total Expenditures	54,909	54,944	55,165	55,165	43,009	55,165	55,872	55,872	55,872	(708)	(1.28%)	55,165	55,872	55,872	55,872
	Net Surplus (Deficit)	0	95	0	0	(1,635)	0	0	0	0			0	0	0	0

LANDMARKS & HISTORIC DISTRICT BOARD - SUMMARY

Department: Landmarks & Historic Districts Board

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8022

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The mission of the Landmarks and Historic Districts Board is to maintain the historic character of the Town by promoting the preservation and protection of its historic landscapes, settings, sites and structures, pursuant to Town Code 330-320-F. The Landmarks Board works cooperatively with Long Range Planning and Community Preservation to achieve their mission.

Workload:

The Landmarks & Historic Districts Board meets monthly on the 3rd Tuesday at 7 pm. Meetings typically run for 2 hours. Typical meeting agendas consist of the following: review and vote on advisory reports in connection with demolition and alteration applications referred from the Building Division; development application referrals from the Planning Board and Zoning Board of Appeals; status updates on pending landmark applications; Certificate of Appropriateness applications; Maintenance Award applications and other miscellaneous matters. Considerable time is expended by individual Board members, outside of the meeting, in the preparation of the agenda; review of application materials; updating databases; site visits; research and the preparation of reports and documents related to the various agenda items. Administrative support for the Landmarks and Historic Districts Board is provided by the Department of Land Management - Administrative and Building Divisions, in the form of records management, receiving/distributing correspondence and applications on behalf of the Board, pursuant to Town Code 330-320-D.

Goals & Objectives:

The Landmarks and Historic Districts Board will continue efforts to raise awareness of the need for greater protection, preservation and appreciation for hamlet heritage resources, including cemeteries.

Participation in the Certified Local Government Program ("CLG") reinforces the Town's commitment to historic preservation by becoming an active partner in the Federal Historic Preservation Program. CLGs have access to funding and technical assistance in the form of NYS grants for a variety of projects including surveys, National Register nominations, rehabilitation work, design guidelines, educational programs, training, structural assessments, and feasibility studies.

The Landmarks Board will help implement the Town Board's commitment to the protection, enhancement and preservation of historic resources through the creation of historic districts, the designation of landmarks, recommending the acquisition of real property to ensure preservation of community character and identifying ongoing stewardship for these resources.

Legal Authority:

Established pursuant to Town Codes -

Chapter 330 - Article XXVIII

Chapter 169 - Article II

Chapter 298 - Article XII

Chapter 330 - Article XVIII

Chapter 123 - Article II and Article V

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Landmarks & Historic Districts Board - 8022													
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	351	24	567	3,067	3.9	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	3,000	0	0	3,000	0	230	421	26	677	3,677	8.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	351	24	567	3,067	2.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	351	24	567	3,067		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	351	24	567	3,067		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	351	24	567	3,067	2.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	351	24	567	3,067		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	351	24	567	3,067		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	351	24	567	3,067	8.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	351	24	567	3,067		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	2,500	0	0	2,500	0	192	351	24	567	3,067	11.0	100.0
Total Landmarks & Historic Districts Board - 8022		28,000	0	0	28,000	0	2,148	3,933	270	6,351	34,351		

NOTES:

Town of Southampton

2026 Adopted Budget

Landmarks & Historic Districts Board - 8022

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	21,893	21,893	33,917	33,917	25,438	33,917	34,351	34,351	34,351	434	1.28%	33,917	34,351	34,351	34,351	
	Total Other Revenue	21,893	21,893	33,917	33,917	25,438	33,917	34,351	34,351	34,351	434	1.28%	33,917	34,351	34,351	34,351	
	Total Revenue	21,893	21,893	33,917	33,917	25,438	33,917	34,351	34,351	34,351	434	1.28%	33,917	34,351	34,351	34,351	
	Salaries:																
6100	Salaries	18,100	16,967	28,000	28,000	19,167	28,000	28,000	28,000	28,000	0	0.00%	28,000	28,000	28,000	28,000	
	Total Salaries	18,100	16,967	28,000	28,000	19,167	28,000	28,000	28,000	28,000	0	0.00%	28,000	28,000	28,000	28,000	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	2,039	2,090	3,411	3,411	2,754	3,411	3,933	3,933	3,933	(523)	(15.33%)	3,411	3,933	3,933	3,933	
6830	FICA Tax Expenditure	1,393	1,298	2,147	2,147	1,466	2,147	2,148	2,148	2,148	0	(0.02%)	2,147	2,148	2,148	2,148	
6835	MTA Tax	62	58	95	95	39	95	0	0	0	95	100.00%	95	0	0	0	
6840	Worker's Compensation	105	104	70	70	52	70	76	76	76	(6)	(8.00%)	70	76	76	76	
6875	Disability	194	78	194	194	76	194	194	194	194	0	0.00%	194	194	194	194	
	Total Employee Benefits - Current	3,793	3,627	5,917	5,917	4,387	5,917	6,351	6,351	6,351	(434)	(7.33%)	5,917	6,351	6,351	6,351	
	Total Employee Costs	21,893	20,595	33,917	33,917	23,554	33,917	34,351	34,351	34,351	(434)	(1.28%)	33,917	34,351	34,351	34,351	
	Total Expenditures	21,893	20,595	33,917	33,917	23,554	33,917	34,351	34,351	34,351	(434)	(1.28%)	33,917	34,351	34,351	34,351	
	Net Surplus (Deficit)	0	1,298	0	0	1,884	0	0	0	0			0	0	0	0	

PLANNING BOARD - SUMMARY

Department: Planning Board

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Southampton Town Planning Board is authorized by Town Code and enabled by State law to review land use development applications to ensure that proposed activities are compatible with the Town's Comprehensive Land Use Plan and in conformance with the Town Zoning Code and Subdivision Regulations.

Workload:

The development review functions of the Town Planning Board include:

1. Subdivisions, including Conservation Opportunity that preserves farmland
2. Lot line modifications
3. Site plan review
4. Special exception (conditional use) permits
5. Old Filed Map Review

Other duties include:

1. Proposing and recommending modifications to the Town's Comprehensive Land Use Plan to provide for the improvement of the Town, future growth, protection of natural resources and to provide adequate facilities for housing, transportation, distribution, comfort, convenience, public health, safety and general welfare of the residents.
2. Providing advisory reports on proposed zoning changes and other code amendments.
3. Reviewing specific matters that have been referred by the Town Board.
4. Issuing wetland approvals for commercial site plans.

PLANNING BOARD - SUMMARY

Department: Planning Board

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Janice Scherer

Goals & Objectives:

1. Work with the Town Planning and Development Administrator to examine the current application review process to see if there are any ways to streamline the existing procedures to facilitate desired growth and development while enhancing the quality of the built and natural environments.
2. Continue to work with Town Planners, Town Attorney's Office, applicants and the public on efforts to streamline the application review process while enhancing opportunities for public input.
3. Coordinate with Zoning Board of Appeals on development applications that also are requesting variances
4. Work with Land Management Administrator to change format of Planning Staff Reports for ease of review
5. Streamline workload of the Board by digitizing application materials and presentations at the meetings.

Legal Authority:

Established pursuant to New York State Town Law Article 16.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Planning Board - 8020													
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120		100.0
Planning Board	APPOINTBOARD	15,300	0	0	15,300	38,556	1,174	2,149	59	41,938	57,238	32.8	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120	8.0	100.0
Planning Board	APPOINTBOARD	18,400	0	0	18,400	0	1,411	2,585	67	4,064	22,464	23.8	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120	3.6	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120	4.0	100.0
Planning Board	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120	21.0	100.0
Total Planning Board - 8020		99,700	0	0	99,700	38,556	7,648	14,006	393	60,602	160,302		

NOTES:

Town of Southampton

2026 Adopted Budget

Planning Board - 8020

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	139,109	140,739	143,253	143,253	107,440	160,389	161,932	161,932	161,932	18,679	13.04%	158,759	161,932	161,932	161,932	
	Total Other Revenue	139,109	140,739	143,253	143,253	107,440	160,389	161,932	161,932	161,932	18,679	13.04%	158,759	161,932	161,932	161,932	
	Total Revenue	139,109	140,739	143,253	143,253	107,440	160,389	161,932	161,932	161,932	18,679	13.04%	158,759	161,932	161,932	161,932	
	Salaries:																
6100	Salaries	99,700	95,850	99,700	99,700	83,083	99,700	99,700	99,700	99,700	0	0.00%	99,700	99,700	99,700	99,700	
	Total Salaries	99,700	95,850	99,700	99,700	83,083	99,700	99,700	99,700	99,700	0	0.00%	99,700	99,700	99,700	99,700	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	11,231	11,511	12,144	12,144	9,181	12,144	14,006	14,006	14,006	(1,862)	(15.33%)	12,144	14,006	14,006	14,006	
6830	FICA Tax Expenditure	7,671	6,194	7,646	7,646	5,596	7,646	7,648	7,648	7,648	(2)	(0.02%)	7,646	7,648	7,648	7,648	
6835	MTA Tax	341	275	340	340	153	340	0	0	0	340	100.00%	340	0	0	0	
6840	Worker's Compensation	578	572	249	249	184	249	269	269	269	(20)	(8.00%)	249	269	269	269	
6860	Medical Insurance - Active Employees	19,464	18,249	21,420	21,420	13,979	38,556	38,556	38,556	38,556	(17,136)	(80.00%)	38,556	38,556	38,556	38,556	
6865	Dental & Optical	0	1,629	1,630	1,630	1,369	1,630	1,630	1,630	1,630	0	(0.02%)	0	1,630	1,630	1,630	
6875	Disability	123	52	123	123	60	123	123	123	123	0	0.00%	123	123	123	123	
	Total Employee Benefits - Current	39,409	38,483	43,553	43,553	30,522	60,689	62,232	62,232	62,232	(18,680)	(42.89%)	59,059	62,232	62,232	62,232	
	Total Employee Costs	139,109	134,333	143,253	143,253	113,605	160,389	161,932	161,932	161,932	(18,680)	(13.04%)	158,759	161,932	161,932	161,932	
	Total Expenditures	139,109	134,333	143,253	143,253	113,605	160,389	161,932	161,932	161,932	(18,680)	(13.04%)	158,759	161,932	161,932	161,932	
	Net Surplus (Deficit)	0	6,406	0	0	(6,166)	0	0	0	0			0	0	0	0	

ZONING BOARD OF APPEALS - SUMMARY

Department: Zoning Board of Appeals

Budget Year: 2026

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8012

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Zoning Board of Appeals ensures adherence to the Zoning Law of the Town of Southampton, as provided in Section 330-163; processes applications for, and holds hearings on requests for variances from provisions of the Town's Zoning Law.

Workload:

The ZBA can grant (or deny) two types of relief: interpretive and variance. In either case, the ZBA will either affirm, reverse, or modify the Building Inspector's decision. In so doing, it will either grant or deny the requested relief.

The ZBA has a full calendar related to setback, use and coastal applications. A confidential secretary is assigned to the Board.

Goals & Objectives:

Provide comprehensive review and careful analysis of zoning relief requested based on the standards of proof contained in the following state statutes: §267-b of the New York State Town Law. If the appeal is for an interpretation, the ZBA's decision will be based on the Town's zoning regulations.

Legal Authority:

Established pursuant to Chapter 330, Article I of the Southampton Town Code and Article 16 of Southampton Town Law.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/26	Alloc. %
Land Management Department													
Land Management Summary													
Zoning Board of Appeals - 8012													
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120	12.1	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120	3.8	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120	2.0	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120	2.0	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120	2.0	100.0
Zoning Board of Appeals	APPOINTBOARD	13,200	0	0	13,200	0	1,013	1,854	53	2,920	16,120	3.9	100.0
Zoning Board of Appeals	APPOINTBOARD	18,400	0	0	18,400	0	1,411	2,585	67	4,064	22,464	4.8	100.0
Total Zoning Board of Appeals - 8012		97,600	0	0	97,600	0	7,487	13,711	387	21,584	119,184		

NOTES:

Town of Southampton

2026 Adopted Budget

Zoning Board of Appeals - 8012

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
Other Revenue:																
1790	Inter-Departmental Revenue	127,889	127,889	117,673	117,673	88,255	117,673	119,184	119,184	119,184	1,511	1.28%	117,673	119,184	119,184	119,184
	Total Other Revenue	127,889	127,889	117,673	117,673	88,255	117,673	119,184	119,184	119,184	1,511	1.28%	117,673	119,184	119,184	119,184
	Total Revenue	127,889	127,889	117,673	117,673	88,255	117,673	119,184	119,184	119,184	1,511	1.28%	117,673	119,184	119,184	119,184
Salaries:																
6100	Salaries	99,700	93,200	97,600	97,600	81,333	97,600	97,600	97,600	97,600	0	0.00%	97,600	97,600	97,600	97,600
	Total Salaries	99,700	93,200	97,600	97,600	81,333	97,600	97,600	97,600	97,600	0	0.00%	97,600	97,600	97,600	97,600
Employee Benefits - Current:																
6810	Employee Retirement - Active	11,231	11,511	11,888	11,888	8,993	11,888	13,711	13,711	13,711	(1,823)	(15.33%)	11,888	13,711	13,711	13,711
6830	FICA Tax Expenditure	7,671	7,130	7,485	7,485	6,222	7,485	7,487	7,487	7,487	(1)	(0.02%)	7,485	7,487	7,487	7,487
6835	MTA Tax	341	317	333	333	166	333	0	0	0	333	100.00%	333	0	0	0
6840	Worker's Compensation	578	572	244	244	180	244	264	264	264	(20)	(8.00%)	244	264	264	264
6860	Medical Insurance - Active Employees	8,244	98	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6875	Disability	123	47	123	123	53	123	123	123	123	0	0.00%	123	123	123	123
	Total Employee Benefits - Current	28,189	19,676	20,073	20,073	15,613	20,073	21,584	21,584	21,584	(1,511)	(7.53%)	20,073	21,584	21,584	21,584
	Total Employee Costs	127,889	112,876	117,673	117,673	96,947	117,673	119,184	119,184	119,184	(1,511)	(1.28%)	117,673	119,184	119,184	119,184
	Total Expenditures	127,889	112,876	117,673	117,673	96,947	117,673	119,184	119,184	119,184	(1,511)	(1.28%)	117,673	119,184	119,184	119,184
	Net Surplus (Deficit)	0	15,013	0	0	(8,692)	0	0	0	0			0	0	0	0