

**Department of Land Management**  
**Building and Zoning Division**  
 116 HAMPTON ROAD  
 SOUTHAMPTON, NY 11968

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TOWN SUPERVISOR

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**JANICE SCHERER**  
 TOWN PLANNING AND  
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**ARTHUR GERHAUSER**  
 ACTING CHIEF BUILDING INSPECTOR

**DEPARTMENT OF LAND MANAGEMENT**  
**BUILDING AND ZONING DIVISION**  
**TOWN OF SOUTHAMPTON, NEW YORK**  
**COASTAL EROSION MANAGEMENT PERMIT**  
**APPLICATION INSTRUCTIONS**

**NOTE:** *The work covered by this application including the clearing of cover to grading may not be commenced before a Coastal Erosion Management permit herein is granted and a building permit is obtained.*

**A. This application must be fully completed (by typewriter on in ink) and all of its requirements complied with. Four (4) copies (original plus three (3) duplicates) of the completed application along with the requirements listed below are to be submitted to the Building Inspector.**

**B. This application must be accompanied by:**

1. An Application Fee of \$1,000.00.
2. A detailed report of the specific purpose, nature and scope of the activity proposed. It shall include a report on the nature, extent and type of activity involved.
3. A survey at a minimum scale of 1 inch = 40 feet to be prepared by a civil engineer, or surveyor registered in New York State. The survey shall include those of the elements listed herein, which are appropriate to the proposed activity. This information, in total, shall constitute the survey.

**a. Legal Data**

1. Name and address of the owner of record.
2. Name and address of person, firm or organization preparing the surveying, sealed and signature.
3. Key map at 1 inch = 1,000 feet.
4. Date, north arrow, and written and graphic scale.
5. Property description shall be prepared by a licensed Surveyor or Civil Engineer. The survey may reference a land survey's map or base reference map. All distances shall be in feet and hundredths of a foot. All angles shall be given to the nearest ten (10) seconds or closer. The error of closure shall not exceed one in ten thousand (10,000).
6. The nature and full extent of the proposed regulated activity and site characteristics within two hundred (200) feet of the proposed activity. The area contained within this radius shall be termed the locus of activity.

7. All wetlands within two hundred (200) feet of the proposed activity, to correspond with the numbered flagged wetland boundaries activity as numbered and flagged on the site. (If present, a Wetlands (Natural Resources) Special Permit shall also be required.
8. The locations, names and existing widths of adjacent streets and curb lines within the locus of activity.
9. The location and owners of all adjoining lands within the locus of activity as shown on the latest tax records.
10. Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjoining the locus activity.
11. A complete outline of existing easements, deed restrictions or covenants applying to the locus of activity.
12. Existing zoning within the locus of activity.

**b. Natural features within the locus activity.**

1. Existing contours with intervals of two (2) feet or less referred to a datum satisfactory to the approving authority. In addition, spot elevations will be required where contour elevations are less than two (2) feet on the site.
2. Approximated boundaries of any areas within the five hundred (500) year flood boundary of the latest Flood Insurance Rate Map as established by the Federal Emergency Management Agent or other are subject to flooding or storm water overflows.
3. The boundaries of the Village of Coastal Erosion Hazard Area on the site.
4. Location of existing natural features such as water bodies, drainage courses, wetlands, marshes, dunes, bluffs beaches, escarpments, woodlands, flood hazard areas, surface waters, ground water within ten (10) feet or existing grade, agricultural soils, and any rare, threatened or endangered species of special concern.
5. A detailed description of the soil strata based on a soil boring may be required by the Coastal Erosion Hazard Area Administrator and/or the Building Inspector.
6. Level of ground water at the location of the proposed septic systems and drywells.
7. Plans for reclamation of land disturbed during the construction of the principal and accessory structures and underground structures (i.e. pipeline and septic system).
8. Projected water utilization and quantities of sewage disposal during months of occupancy.
9. Field flagging or staking of the above activities as required by the Building Inspector.
10. Any additional topographical and perimeter surveys, hydrological computations, engineering studies and other factual or scientific data and reports as deemed necessary by the Building Inspector.
11. A completed Long Environmental Assessment Form, Part 1, may be required. In such cases no application shall be deemed complete until either a negative declaration has been issued, or in the case of a positive declaration, until a satisfactory draft environmental impact statement has been provided.

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## TOWN OF SOUTHAMPTON COASTAL EROSION MANAGEMENT PERMIT

SCTM #473689-\_\_\_\_\_.\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_. Fee \_\_\_\_\_

Subject Property Location: \_\_\_\_\_  
House No. Street Hamlet

Application No. \_\_\_\_\_ Date \_\_\_\_\_ | Renewal (Permit # \_\_\_\_\_) Date \_\_\_\_\_

Zoning District \_\_\_\_\_ Land Area \_\_\_\_\_ Flood Zone \_\_\_\_\_

1. Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_

2. Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Interest (Owner, lessee, etc): \_\_\_\_\_  
Phone No. \_\_\_\_\_

**If the applicant is not the owner of the property, prepare endorsement at the end of the form-establishing owner's authorization of the applicant's request.**

3. Attorney or Agent: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_

4. Person Preparing Site Plan:  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Professional License: \_\_\_\_\_

5. Original signed & [Notarized Owners Endorsement](#): if applicant is other than owner

6. Signed & notarized [Open Government Disclosure Form](#)

Contact Person Email Address: \_\_\_\_\_

7. Description of Proposed Activity: (Additional Pages as Needed)



I hereby depose and certify that all the above statements of information, and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.

**Read and Check Box**

*False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the New York State Penal Law.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date