

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

TOWN OF SOUTHAMPTON



JANICE SCHERER  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

Phone: (631) 287-5700  
Fax: (631) 287-5754

JAY SCHNEIDERMAN  
TOWN SUPERVISOR  
WWW.SOUTHAMPTONTOWNNY.GOV

**ADDITION/RENOVATION**

**TO: LANDMARKS AND HISTORIC DISTRICTS BOARD**

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RE: REQUEST FOR CONFIRMATION LETTER  
REGARDING ADDITION/RENOVATION  
TO STRUCTURE BUILT PRIOR TO 1941**

Date Stamp Here:

**NOTE: Full name and address of the Owners(s) or Responsible Corporate Officer must be provided**

Property Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_

SCTM Number: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Age of Structure Cited for Proposed Work: \_\_\_\_\_

**All of the following documentation verifying age and location of structure(s) must be submitted:**

***(NOTE: documents larger than 11"x17" cannot be accepted)***

- Town of Southampton Owner's Endorsement, if other than the Property Owner is filing
- Certificate of Occupancy – Certificate #: \_\_\_\_\_
- Assessor Records
- Letter addressing ALL of the following:
  - ❖ A brief description of the nature of the proposed work
  - ❖ A description of the land on which the proposed work is to be done
  - ❖ A statement of use or occupancy of all parts of the land and the building(s)
- Construction Documentation including:
  - (1) Color photographs of the interior and exterior of all structures
  - (2) An existing and proposed site plan
  - (3) Architectural drawings, including plans and elevations of the proposed construction
  - (4) A structural engineer report regarding condition/integrity of all structures **OR**
    - By checking this box pursuant to §123-9 E (1)(f), I hereby request the Landmarks Board to waive the requirement for a structural engineering report for the following reason(s) [attach separate narrative if needed]: \_\_\_\_\_
- Other: \_\_\_\_\_

**Note:** The Landmarks and Historic Districts Board meets on the third Tuesday of every month at 7:00 p.m. in the Town Council Conference Room on the second floor of Town Hall. **DEADLINE** for submission is the 1<sup>st</sup> Tuesday of every month.

\_\_\_\_\_  
**Owner/Authorized Agent Signature**