



Town of Southampton

116 Hampton Road
Southampton, NY 11968

DEPARTMENT OF LAND MANAGEMENT

PLANNING DIVISION

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SOUTHAMPTON TOWN PLANNING BOARD WETLAND PERMIT APPLICATION

Project Name: _____

Subdivision/Site Plan Name (specify which): _____

Subdivision Lot Number (if applicable): _____

SCTM # 473689-_____._____-_____-_____._____

SCTM # 473689-_____._____-_____-_____._____

SCTM # 473689-_____._____-_____-_____._____

A. SUBMISSION INFORMATION

Application is hereby made to the Southampton Town Planning Board for Wetlands Permit Review in accordance with § 325-7 of Chapter 325 (Wetlands) of the Code of the Town of Southampton.

The following are submitted herewith: (Please check off)

- Completed application with Owner’s Endorsement and Open Government Disclosure Form
- Completed EAF Part I – 5 copies
- Survey or site plan with wetlands delineation – 7 copies with the following information:
 - Wetland boundaries are flagged or verified by the Town of Southampton.
 - Minimum scale 1” = 40’
 - Name and address of owner of record.
 - Name and address of person, firm or organization preparing the map with NYS License seal.
 - Key Map at 1” = 1000”. (If none, Hagstrom, or copy of tax map showing location of property is acceptable.)
 - Date, north arrow, and written graphic scale.
 - Location and names of existing streets.
 - Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjoining the locus of activity.
 - Existing zoning.
 - Existing contours with intervals of two (2) feet or less.
 - Appropriate boundaries of any V zone or A zone boundary as established by FEMA or other areas subject to flooding.
 - Location of existing unique natural features, including water bodies, drainage courses, dunes, bluff, beaches, and escarpments. (Site plans will require location of large trees – over 8” caliper).
 - Dimensions of all existing and proposed structures, roads, parking areas, drainage basins and/or other devices; storm water and septic facilities.
- Check in the amount of \$800.00

B. GENERAL INFORMATION

Applicant: _____

MailingAddress: _____

Telephone Number: _____

If the applicant does not own property, or if the owner is a Corporation of a Partnership, prepare endorsement at the end of this form establishing owner's authorization of the applicant's request.

Name of Business (Existing or Proposed): _____

If the applicant is a corporation (or partnership), give the name and the title of the responsible officer.

Name: _____

Title: _____

Mailing Address: _____

Telephone Number: _____

Landowner: _____

Mailing Address: _____

Telephone Number: _____

Name of Liscensed architect, landscape architect, civil engineer and/or surveyor who prepared the plan:

Name: _____

Name of Firm: _____

Mailing Address: _____

Telephone Number: _____

Attorney or Company representing applicant (if applicable):

Name: _____

Mailing Address: _____

Telephone Number: _____

All communications with regard to this application shall be address to the following person:

Name: _____

Address: _____

Telephone Number: _____

C. SITE/PROJECT DATA

Location of property is on the north/south/east/west side

of _____, _____

feet north/south/east/west

of _____, _____

in the Hamlet of _____.

Lot Area: _____ Square feet or Acres

Total area of wetland coverage of principal and accessory buildings and/or paved areas

_____ square feet **OR** _____ %

Please check ALL activities planned within two hundred (200) feet of wetlands and note minimum landward setback proposed.

ACTIVITY

PROPOSED WETLAND SETBACK IN FEET

- Construction or major modification or commercial industrial or residential building _____
- Construction of road and/or parking area _____
- Construction of accessory structure _____
- Construction of recharge basins or other drainage facilities _____
- Construction of septic system or wastewater disposal system. _____
- Construction of a marina _____
- Surface discharge of storm water _____
- Installation or driving of piles _____
- Construction of dock, catwalk or elevated decking _____
- Removal, excavation or dredging of soil, sand, organic matter or materials of any kind. _____
- The placement of fill, soil or other material _____
- Clearing or disturbance of existing vegetation _____
- Establishment of lawn or ornamental plantings _____

ACTIVITY PROPOSED WETLANDS SETBACK IN FEET

- Planting, seeding, cultivation or fertilization _____
- Establishment of an agricultural buffer _____
- Other _____

D. NARRATIVE

On an attached page, or in the space provided, please briefly describe the following:

- 1) The purpose of the project and an evaluation of why the proposed activity requires a wetland location or access to wetlands, or cannot be located at other sites.
- 2) A description of the wetland or wetlands that will be affected by the regulated activity, including the area that may be filled, cleared, disturbed or otherwise impacted; vegetation type; and general characterization of the habitat, wildlife, common plants, hydrology and functions and values of the wetland.
- 3) Demonstration of the project’s compatibility with the purposes, findings and permit issuance standards of the Town Wetlands Law, as they appear in § 325-1, 2 and 9B of the Town Code.
- 4) Proposed means and measures for preventing, minimizing and/or mitigating adverse impacts to wetlands and their values and benefits.

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

Applicant’s Signature

Sworn before me this

_____ day of _____ 20____

Notary Public



Planning Division Fee Schedule

Fee Schedule	Effective 1/1/2021
Site Plan Application	
Site Plan Pre-Submission Application	\$1,200
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,200**
Area to be improved is greater than or equal to 500 sq. ft and less than 10,000 sq. ft. (Administrative or Planning Board Review)	\$2,200**
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.25 Per Sq. Ft. not to exceed \$15,000**
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,200**
Administrative Site Plan Review pursuant to Town Code §330- 183.1(A)(1) which does not increase the floor area, lot coverage, or footprint of any structures, including accessory structures; and which does not increase the number of tenants of a previously approved, unexpired site plan	\$300
Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if a certificate of occupancy has not been issued within 2 years of approval signature of plans (Administrative or Planning Board Review)	\$1,200
Agricultural Construction Permit Application on preserved farmland	\$1,200**
Deer Fence Application	\$525**

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

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

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

Department of Land Management
 Planning Division

Subdivision Applications - Application Type or Stage	
Transfer of Property	\$1,050 per lot
Pre-Application	\$800 per lot (excluding reserved parcels)*
Preliminary Application	\$875 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	\$1,050 per lot
Abandonment of roads in an approved Old Filed Map Development Section or in conjunction with a Transfer of Development Right Declaration	\$300 per road
Additional Fees Type of Action	
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300
Site Disturbance Plan / Over Clearing	\$1,600**
Extension of Time (including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K), 90 day deadline for submission of signed site plans receiving administrative review approval, 1 year expiration of subdivision pre-application reports, special exception approval)	\$275
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$125

**Department of Land Management
Planning Division**

Pre-submission work session other than site plans and any work session beyond the 2nd post-submission work session for any type of application	\$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	\$100