



Village of Southampton

BUILDING DEPARTMENT

23 Main Street

Southampton, NY 11968

631-204-2146 ext 146

631-204-2147 ext 147

PLANNING BOARD SITE PLAN REVIEW APPLICATION

DATE OF APPLICATION: _____ CASE # _____

PROPERTY OWNER: _____

APPLICANTS MAILING ADDRESS _____ TELEPHONE # _____

SUBJECT PROPERTY ADDRESS: _____

SCTM # 904- _____ - _____ - _____ ZONE: _____

DESCRIBE PROPOSED CONSTRUCTION / ALTERATION: _____

SUBMITTED BY: OWNER () AGENT () ARCHITECT () CONTRACTOR ()

NAME: _____ TELEPHONE # _____

E-MAIL: _____ FAX # _____

DOES PROPERTY REQUIRE A VARIANCE? YES () NO ()

GRANTED _____, 20 _____ CASE # _____

***REVIEW FEE** – THE REVIEW FEE SHALL BE COMPUTED ON THE BASIS OF \$0.25 PER SQ. FT. OF SITE IMPROVEMENTS AND/OR ALTERED AREA (EXCLUDE THE FOOTPRINT OF EXISTING OR PROPOSED BUILDINGS) OR \$800.00 WHICHEVER IS GREATER. THE FEE FOR NONPROFIT, RELIGIOUS, PHILANTHROPIC, FRATERNAL, SOCIAL AND EDUCATIONAL ORGANIZATIONS SHALL BE BASED ON \$0.25 PER SQ. FT. OR **\$100.00 WHICHEVER IS GREATER.**

NOTE: IN ACCORDANCE WITH SECT. 116-38D(11) – UPON APPROVAL OF A SITE PLAN, THE APPLICANT / AGENT IS REQUIRED TO SIGN A STATEMENT ON THE SITE PLAN TO THE EFFECT THAT THE OWNER / AGENT AGREES TO COMPLY WITH THE PLAN AND ALL THE CONDITIONS OF APPROVAL. THIS STATEMENT MUST BE SIGNED WITHIN 45 DAYS OR THE APPROVAL IS **VOID.**

****CHECKLIST – PLEASE READ CAREFULLY****

A PRE-SUBMISSION CONFERENCE IS REQUIRED ON ALL SITE PLANS. SUBMIT TEN (10) COPIES OF THE PROPOSED SITE PLAN FOR REVIEW AT THE CONFERENCE.

A COMPLETE SITE PLAN APPLICATION MUST BE SUBMITTED WITHIN 6 MONTHS OF THE PRE-SUBMISSION CONFERENCE AND SHALL CONSIST OF **10 COPIES** OF THE FOLLOWING ITEMS:

1. **FINAL SITE PLANS & APPLICATION FORM**
2. **BUILDING PERMIT APPLICATION**
3. **SEQRA EAF FORM – PART I**
4. **SITE PLAN REVIEW FEE**

***Note: There will be an additional Public Hearing fee of \$450 due at the time of scheduling**