

# Village of Southampton

BUILDING DEPARTMENT  
71 Hill Street  
Southampton, NY 11968

631-204-2146  
631-204-2147

## PLANNING BOARD SITE PLAN REVIEW APPLICATION

PROPERTY OWNER: \_\_\_\_\_ DATE \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_  
SCTM # 904- \_\_\_\_\_ ZONE: \_\_\_\_\_

DESCRIBE PROPOSED CONSTRUCTION/ALTERATION: \_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: OWNER ( ) AGENT ( ) ARCHITECT ( ) CONTRACTOR ( )  
NAME: \_\_\_\_\_ TEL:# ( ) \_\_\_\_\_ FAX: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

DOES PROPERTY REQUIRE A VARIANCE? YES ( ) NO ( ) CASE # \_\_\_\_\_  
GRANTED \_\_\_\_\_/20\_\_ PENDING \_\_\_\_\_/20\_\_

**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 **15 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\***

REVISED: 01/07