



# Village of Southampton

## BUILDING DEPARTMENT

23 Main Street  
Southampton, NY 11968

631-283-0247 Ext: 154  
631-283-0247 Ext: 147

### ARB APPLICATION CHECKLIST

All ARB applications, plans, maps & photos must also be submitted in digital form. This may be in the form of a flash drive or a link to your Dropbox. All required documentations are due at least **four weeks** before the hearing date, by **12:00 PM** on the **Friday** prior.

**Note:** The Board will accept **10** new applications per meeting on a first-come, first-served basis:  
3 Historic and 7 Non-Historic

**COMMERCIAL PROJECTS** (All applications require a public hearing) YES NO

1. New Structure
2. Addition or renovation
3. Is this an application to **demolish** a structure?
4. Is this an amendment to an existing application?
5. Commercial Gate – Fence – Enclosure – or any structure item not listed herein
6. A.D.A Application (American Disability Act) (Schematic & material details)

**RESIDENTIAL PROJECTS** YES NO

1. New structure
  2. Addition or renovation
  3. Is this an application to **demolish** a structure?
  4. Is this an amendment to an existing application?
  5. Driveway gate – Fence – Shed – Enclosure – Stair – Entry posts
  6. Is this application requesting ARB relief from completed work?
- .....

**YOUR APPLICATION REQUIRES THESE ITEMS IN ORDER TO BE PROCESSED AND REVIEWED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- 1. A completed checklist signed by the applicant or agent.
- 2. Seven (7) copies of a legal survey showing proposed work on property. Must include:
  - a. Lot Coverage Calculations (existing vs. proposed) *[double check calculations]*
- 3. A **complete and detailed** building permit application, disclosure affidavit and owner's endorsement letter, with six (6) copies.
- 4. A complete ARB application for public hearing with six (6) copies along with a **\$450.00** application fee, payable to the Village of Southampton
- 5. Seven (7) copies of any prior Zoning Board or Planning Board Determinations for the property, and seven (7) copies of any Zoning Board or Planning Board pending applications, if any.
- 6. Site plan of proposed work – Seven (7) copies
- 7. Seven (7) sets of photographs
  - a. photographs of existing conditions at the property from all directions
  - b. Photographs of the adjoining properties on either side and opposite/across the street from the property
- 8. Two (2) **folded** sets of elevations and floor plans at quarter inch scale and seven (7) **folded** sets of reduced size plans (11" x 17") which must include:
  - a. Ridge Line Height
  - b. Gross Floor Area & Lot Coverage calculations *[double check calculations]*
  - c. Pyramid Law where applicable
  - d. All proposed and existing materials including windows, doors, roof, siding, trim, chimneys with color, texture, etc.
  - e. 3/4" to 1' section details on fascia, soffits, window and door and decorative elements
  - f. Roof Plan
  - g. Dimensions indicated
  - h. Side by side existing and proposed elevations from all directions with **cardinal** points (please do not indicate elevations by left, right, front and back)
  - i. Dotted or dashed line w/dimensions showing floor heights on building elevations
  - j. Wall sections at least 1/2" = 1'-0" scale of new and existing when an addition is proposed, side by side
  - k. All proposed surface mount lighting with cut sheets

**Note:** Notarized affidavits of mailing and posting must be provided the day of the public hearing



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**YOUR APPLICATION MAY REQUIRE THESE ITEMS IN ORDER TO BE DEEMED COMPLETE BY THE BOARD AND MAY BE REQUESTED:**

- 1. Paint color samples of exterior trim, siding and other exterior finishes
- 2. Window and Door lite cuts and type (insulated glass, simulated divided, Etc.)
- 3. Siding material sample
- 4. Roof material sample
- 5. Sight line analysis
- 6. Streetscape analysis
- 7. Historic Consultant Report
- 8. Construction or Repair Methodology
- 9. Structural Engineering Report

### Historic District

1. Is this project located in the Historic District? If yes, please include Certificate of Appropriateness and New York State Historic inventory form (if any).
2. Please complete a Certificate of Appropriateness application along with a **\$285.00** application fee, payable to the Village of Southampton
3. Have you read & reviewed the Architectural Design Guidelines for Historic Districts and Landmarks? (Copy available online)

### Signs

- 1. Material indicated (wood, metal, etc.)
- 2. Colors included and indicated (limited to three (3) colors)
- 3. Lettering with font size and style
- 4. Illumination being proposed or renewed
- 5. Structure and materials indicated for ground supported signs
- 6. Photograph of where sign will be located
- 7. Size of overall sign with schematic drawing
- 8. Sign permit application

**\*The more detail that can be provided to the Architectural Review Board, the more efficiently the application can be processed\***

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### APPLICANT'S ACKNOWLEDGEMENT OF COMPLETION OF THIS APPLICATION CHECKLIST

**OWNER'S PRINTED NAME:** \_\_\_\_\_

**APPLICANT'S PRINTED NAME:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**AGENT'S PRINTED NAME (if applicable):** \_\_\_\_\_

**APPLICANT'S or AGENT'S PHONE #:** \_\_\_\_\_

**APPLICANT'S or AGENT'S EMAIL:** \_\_\_\_\_

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

Property located on the \_\_\_\_\_ [side/corner] of \_\_\_\_\_

in the \_\_\_\_\_ Zoning District [and \_\_\_\_\_ Historic District]. SCTM: 904 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_



# Village of Southampton

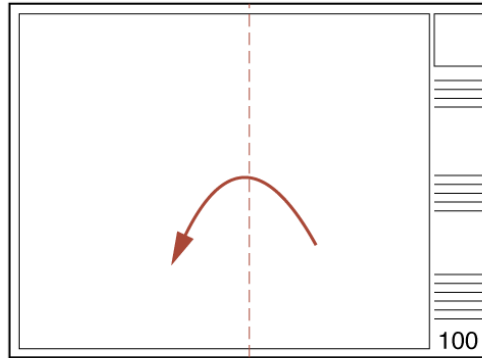
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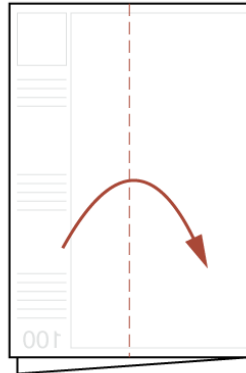
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## Instructions for Folding Plans

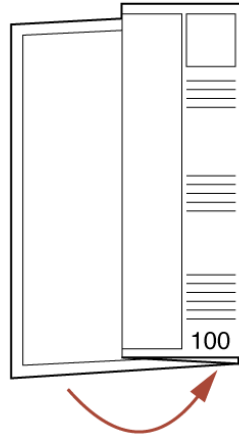
1



2

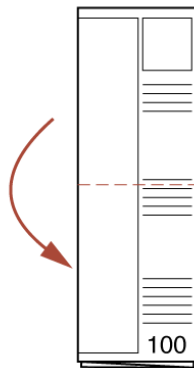


3



Reduced Size Plans

4



5



Full Size Plans

**Please Note:** All Plans Must be Folded Prior to Submission. Unfolded or Rolled Plans Cannot Be Accepted