



**INCORPORATED VILLAGE OF SAGAPONACK**

PO Box 600, 3175 Montauk Highway

Sagaponack, NY 11962

631-537-0017

631-537-0612 (FAX)

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**PLANNING BOARD APPLICATION INSTRUCTIONS**

To assist the Planning Board in reviewing and processing this application, it is necessary that certain information be provided to the Planning Board. This information is found to be the minimum information necessary to deem the application complete and allow the application to be reviewed. The Planning Board reserves the right to request additional information as may be needed to make an informed decision. The following are the minimum submission requirements for the purpose of this application.

1. One (1) original and eight (8) copies of this application form.
2. One (1) original and eight (8) copies of a cover letter explaining the nature of the application.
3. Application fee in accordance with the Application Fee Schedule below.
4. Nine (9) copies of every Certificate of Occupancy or Certificate of Compliance issued for this property.
5. One (1) original and eight (8) copies of Environmental Assessment Form Part I (not applicable to waiver of site plan or subdivision application)
6. One (1) original and eight (8) copies of a survey prepared within one (1) year of the application date
7. One (1) original and eight (8) copies of a Site Plan prepared by a professional engineer, licensed surveyor, architect or landscape architect licensed by the State of New York, and shall bear his seal and signature. The site plan shall include the required information contained in Section 245-68 (c) of the Village Code. The survey may also constitute the site plan if all the necessary information for both is included.
8. One (1) original and eight (8) copies of a landscape plan or, in the alternative, the landscape plan shall be included as part of the Site Plan.
9. One (1) original and eight (8) copies of preliminary floor plans and elevations of the proposed improvements will be required by the Planning Board prior to approval.
10. One original and eight (8) copies of preliminary subdivision
11. Nine (9) copies of original recorded deed.
12. Check List

The applicant is instructed to review the Zoning and Subdivision Codes of the Incorporated Village of Sagaponack and become familiar with the requirements contained therein. Of particular importance are the submission requirements contained in Section 245-68.

Upon completion of any application, it will be reviewed for completeness. If all the necessary information is provided, the application will be placed on the agenda for a preliminary review. If additional information is required, you will be so notified.

The Planning Board meets the second Monday of each month. All applications must be submitted to the Planning Board Clerk seventeen (17) days prior to the meeting date. The applicant or his/her representative must be present at the regular meeting or the case will not be heard.

**Application Fee Schedule:**

1. <b><u>Planning Board</u></b>	
a. Subdivision	
i. application	\$2500.00 plus \$500 per lot
ii. preliminary application	\$800.00 per lot but not less than \$4000.00
iii. final application	\$800.00 per lot but not less than \$5000.00
iv. engineering inspection	\$500.00 per inspection
v. engineering review	\$500.00 per lot payable on filing of preliminary application. Total engineering review fee, inclusive of the aforesaid fee, shall be equal to 5% of the Village Engineer's estimated cost of all capital improvements excluding water mains and electric lines, payable as a condition of execution of the final application, but in no event shall be less than the actual cost, whichever is greater
b. Lot Line Modification	\$1000.00 plus \$300.00 per lot
c. Modification of Subdivision or any Re-subdivision	\$1000.00 plus \$300.00 per lot
2. <b><u>Planning Board Site Plan Review</u></b>	
a. waiver of site plan	\$500.00
b. site plan application	\$1000.00
c. site plan review fee	All actual costs incurred on account the engagement of the services of the Village Engineer incident to a review of any site plan
d. engineering review fee	All actual costs incurred on account the engagement of the services of the Village Engineer incident to a review of any site plan
e. modification of amendment of site plan	\$500.00

**Any cost incurred by the Village of Sagaponack for hiring of an outside professional including but not limited to a consultant, engineer or planner in the review of an application will be billed to the applicant.**



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**PLANNING BOARD**  
**APPLICATION CHECKLIST**

Name of Owner of Premises: \_\_\_\_\_

The Planning Board reserves the right to request additional information as may be needed to make an informed decision. The following are the minimum submission requirements for the purpose of this application.

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- One (1) original and eight (8) copies of a cover letter explaining the nature of the application.
- Application fee in accordance with the Application Fee Schedule
- Nine (9) copies of every Certificate of Occupancy or Certificate of Compliance issued for this property.
- One (1) original and eight (8) copies of Environmental Assessment Form Part I (not applicable to waiver of site plan or subdivision application)
- One (1) original and eight (8) copies of a survey prepared within one (1) year of the application date
- One (1) original and eight (8) copies of Site Plan prepared by a professional engineer, licensed surveyor, architect or landscape architect licensed by the State of New York, and shall bear his seal and signature. The site plan shall include the required information contained in Section 245-68 (c) of the Village Code. The survey may also constitute the site plan if all the necessary information for both is included.
- One (1) original and eight (8) copies of a landscape plan or, in the alternative, the landscape plan shall be included as part of the Site Plan.
- One (1) original and eight (8) copies of preliminary floor plans and elevations of the proposed improvements will be required by the Planning Board prior to approval.
- One (1) original and eight (8) copies of preliminary subdivision
- One (1) original and eight (8) copies of original recorded deed.
- Additional Information Submitted not listed above \_\_\_\_\_

**CHECK LIST MUST BE SUBMITTED WITH APPLICATION**



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Sagaponack, NY 11962

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Application # \_\_\_\_\_

Date Received: \_\_\_\_\_

**PLANNING BOARD APPLICATION**

Date: \_\_\_\_\_

Application is hereby made for a:

- |  |   |
|--|---|
| <input type="checkbox"/> Site Plan                   | <input type="checkbox"/> Lot Line Modification          |
| <input type="checkbox"/> Subdivision                 | <input type="checkbox"/> Minor Subdivision Modification |
| <input type="checkbox"/> Application                 | <input type="checkbox"/> Special Exception Review       |
| <input type="checkbox"/> Pre Application             | <input type="checkbox"/> Minor Subdivision              |
| <input type="checkbox"/> Final Application           | <input type="checkbox"/> Modification of Site Plan      |
| <input type="checkbox"/> Modification of Subdivision | <input type="checkbox"/> Waiver of Site Plan            |
|  | <input type="checkbox"/> Other                          |

1. Name of Owner of Premises \_\_\_\_\_

    Owner's Address \_\_\_\_\_

    Owner's Telephone Number \_\_\_\_\_

2. Name of Agent (if applicable) \_\_\_\_\_

    Agent's Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_

**Note: If this application is being made by someone other than the owner, the owner must sign the owner's authorization at the end of this form.**

3. Name of Attorney for Applicant \_\_\_\_\_

    Attorney's Address \_\_\_\_\_

    Attorney's Telephone Number \_\_\_\_\_

4. Name of Surveyor or Engineer \_\_\_\_\_

    Surveyor or Engineer's Address \_\_\_\_\_

    Surveyor or Engineer's Telephone Number \_\_\_\_\_

5. Existing Site Information:

A. Project Title \_\_\_\_\_

B. Project Address \_\_\_\_\_

C. Suffolk County Tax Map #    District 0908    Section \_\_\_\_\_    Block \_\_\_\_\_    Lot \_\_\_\_\_

D. Property Size \_\_\_\_\_    E. Zoning District \_\_\_\_\_

F. Present Use of Property \_\_\_\_\_

G. Size of Present Structures \_\_\_\_\_

H. Existing Number of Parking \_\_\_\_\_

6. Proposed Project Information

A. Description of reason for Planning Board Application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Proposed Building Size \_\_\_\_\_

C. Total Building Size (Existing & Proposed) \_\_\_\_\_

D. Number of Uses or Tenants \_\_\_\_\_

E. Proposed Uses(s) \_\_\_\_\_

F. Number of Parking Spaces Proposed \_\_\_\_\_

G. Easements or other restrictions on property

\_\_\_\_\_  
\_\_\_\_\_

H. Encumbrances on Property \_\_\_\_\_

I. Number of Proposed Subdivided lots \_\_\_\_\_

7. Subdivision Only

A. Other properties within 1000feet of subdivision held in the name of the applicant in which owners or stockholders in proposed subdivision have an interest (attached separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

B. Would the requested subdivision result in parcels (whether or not presently improved) which would comply with the Zoning Code without a variance? \_\_\_\_\_

C. If the answer to B is no, has application been made to the Zoning Board of Appeals for a variance? \_\_\_\_\_

D. If the answer to C is yes, please attach a copy of the application for the variance and a copy of the Zoning Board of Appeals Decision.

E. Does applicant, (directly or indirectly, including but not limited to any stockholder of applicant, if a corporation) or any Predecessor in title since March 6, 1970, own adjacent property? \_\_\_\_\_

F. If the answer to E. is yes, when did the parcel, which is the subject of this application, first come into separate ownership and was the subdivision, resulting in such separate ownership, approved by the Planning Board and when?

\_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

**Notary Public**

\_\_\_\_\_

**Signature of Owner**

If owner is a Corporation, indicate name of corporation and officer's title

\_\_\_\_\_

Name of Corporation

\_\_\_\_\_

Title of Officer



**AUTHORIZATION AND CONSENT FOR INSPECTION OF PROPERTY**

INSTRUCTIONS: This form must be completed, signed and attached to the application form.

The undersigned, being the \_\_\_\_\_ of the property described in the  
(owner or agent)  
within application, hereby authorizes the members of the Planning Board to enter upon the property described  
in the within application for the purpose of inspecting such property in connection with the within application,  
and the undersigned hereby consents to said entry for said purposes.

Date: \_\_\_\_\_

\_\_\_\_\_  
(print name of owner or agent)

\_\_\_\_\_  
(signature of owner or agent)