



Wetlands Permit Application
Submission Checklist

The following items are required submission materials. Information about the submission materials may be found in the “Detailed Submission Requirements.” Applications will be reviewed by the Village Consultant before being forwarded to the Harbor Committee.

- [A] (1) Original and (9) Copies of the Complete Wetlands Permit Application.
- [B] Application Fee: \$350.00 Escrow Fees: Residential: \$1000.00, Commercial: \$5000.00
- [C] (10) Copies of an updated Certificate of Occupancy or a deed in the owner’s name.
- [D] (1) Original and (9) Copies of the Owner’s Endorsement (if applicant is not the owner), signed & notarized by the owner or authorized representative of the owner corporation.
- [E] (1) Original and (9) Copies of the Authorization & Consent for Inspection of Property Form.
- [F] (1) Original and (9) Copies of the Disclosure Affidavit.
- [G] (1) Original and (9) Copies of a detailed, written project narrative.
- [H] (1) Original and (9) Copies of the completed Coastal Assessment Form, if applicable.
 - See Item G in the Detailed Submission Requirements for a list of when this is necessary.
- [I] (10) sets of recent, dated color photographs of the project site, showing the general characteristics of the property and the location where construction or other activities are proposed.
- [J] (10) copies of all other applicable permits. Provide copies of BOTH the issued permit AND the stamped-approved plan from that agency.
 - May include NYSDEC, US Army Corps of Engineers, Southampton Town Board of Trustees, and/or Suffolk County Department of Health Services.
- [K] (1) Original and (9) Copies of the survey prepared and sealed by a NYS licensed land surveyor at a minimum scale of 1” = 30’ (one inch equals thirty feet), or a scale appropriate to allow for review of the proposed work.
 - See the Item J Detailed Submission Requirements for required survey information.
- [L] (1) Original and (9) Copies of the site plan showing the proposed conditions, at a minimum scale of 1” = 30’, or a scale appropriate to allow for review of the proposed work.
 - The site plan may be included on the abovementioned survey, or included separately. If included separately, an existing conditions survey is still required.
 - Other plans may also be required depending on the type of application. See Item K in Detailed Submission Requirements for required site plan information
- [M] Other Information, as necessary, if the project cannot meet the setback requirements of §285-9(A) or §285-9(E). See Item L in the Detailed Submission Requirements. (1) Original and (9) Copies of each document must be submitted. Describe other submitted items below:

ALL CORRESPONDENCE SUBMITTED TO THE VILLAGE SUBSEQUENT TO THIS APPLICATION SHALL BE MADE AS (1) ORIGINAL AND (9) COPIES.