

VILLAGE OF SAG HARBOR



PLANNING BOARD

55 MAIN STREET, POST OFFICE BOX 660
SAG HARBOR, NEW YORK 11963
631-725-0224

PLANNING BOARD PROCEDURE

All new applications must be filed by 12:00 pm on the day of the deadline. Meeting and Deadline dates are available on the Sag Harbor Village website, in person from the Building Department or by calling the Department or by calling the Building Department at (631)725.0224.

All applications are scheduled for a pre-submission conference prior to a public hearing. Pre-submission conferences will take place during the Board's work session.

The minimum requirements to be scheduled for a pre-submission conference:

- A completed and notarized Planning Board application
- A completed and notarized disclosure affidavit
- A completed and notarized letter of authorization (if presented by an agent)
- A completed and notarized consent for inspection of property
- A completed Coastal Assessment Form

Applications must be complete prior to being placed on the agenda. If an incomplete or Incorrect application is submitted, the Building Department will notify you in writing. When the application has been made complete or corrected, it will be scheduled for the next work session whose deadline has not passed.

The required site plan elements are described in section 300-14.4 of the Sag Harbor Village Code. A copy of this section is included in the application packet.

Agendas are available on the Village website or from the Building Department. Applicants should review the agenda one week prior to the meeting and contact the Building Department if they have any questions.

The applicant must provide one (1) original and eleven (11) copies of the complete application. Please mark the original documents as such. The applicant is responsible for assembling the copies into eleven separate packets. The Building Department will not make copies, fold plans or assemble packets.

All continued applications will be placed on the agenda for the next meeting unless the secretary receives a written request to be adjourned to the next month's meeting or the

application is withdrawn. The applicant should request an adjournment in writing at least one day in advance of the meeting if they will not be appearing.

Any person wishing to have additional material presented to the Board members is responsible for submitting one (1) original and eleven (11) copies of the material to the Building Department within ten (10) calendar days of the meeting during which the documents were requested. Documents submitted during a meeting will not be entertained until the next meeting.

The final meeting agendas and packets will be distributed or made available to board members four (4) days prior to a meeting.

Any change in the agenda or conduct of the meeting (e.g. applicant called and will not attend; member called and will not attend; Suffolk County Planning Commission report has not yet been received) will be reviewed at the beginning of each meeting.

In addition to the required application fee, the Planning Board may require the payment of out-of-pocket expenses incurred by the Village in studies and/or by retainer of expert advisors related to the hearing, review and determination of an application.

APPLICATION FEE IS: \$350.00

DATED: 09/2016

ESCROW FEE IS:\$1000.00 FOR RESIDENTIAL
\$5000.00 FOR COMMERCIAL

ALL CORRESPONDENCE SUBSEQUENT TO THIS APPLICATION SHALL BE
MADE AS ONE ORIGINAL AND ELEVEN COPIES

VILLAGE OF SAG HARBOR



PLANNING BOARD

55 MAIN STREET, POST OFFICE BOX 660
SAG HARBOR, NEW YORK 11963
631-725-0224

Preliminary application

Final application

Date: _____ Date: _____
(CHECK APPROPRIATE BOX)

Suffolk County Tax Map Number: _____
DISTRICT SECTION BLOCK LOT

Name of proposed development: _____

APPLICANT	PLANS PREPARED BY
NAME	NAME
MAILING ADDRESS	MAILING ADDRESS
TELEPHONE	TELEPHONE

OWNER (if different than applicant)	OWNER (if more than two, attach information for each)
NAME	NAME
MAILING ADDRESS	MAILING ADDRESS
TELEPHONE	TELEPHONE

Ownership intentions, i.e. purchase options:

Location of site:

Current zoning classification:

R-20 Single Family VB Village Business WF Waterfront MA Marine District OD Office District

State and Federal permits required:

TYPE	DEPARTMENT
1. _____	_____
2. _____	_____
3. _____	_____

Proposed use(s) of site:

Total site area (square feet or acres): _____

Anticipated construction time: _____

Will development be staged? Yes No

Current land use of site (agriculture, commercial, undeveloped, etc.):

Current condition of site (buildings, brush, etc.):

Character of surrounding lands (suburban, agriculture, wetlands, etc.):

Estimated cost of proposed improvement: \$ _____

Anticipated increase in number of residents, shoppers, employees, etc. (as applicable):

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building:

Residential buildings- include number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three or more bedrooms) and number of parking spaces to be provided.

Non-residential buildings- include total floor area and total sales area; number of automobile and truck parking spaces.

Other proposed structures.

Use a separate sheet if necessary.

The required fee for this application is \$350.00

The required escrow fee is: \$1000.00 Residential
\$5000.00 Commercial

In addition to the required fee, the Planning Board may require the payment of any expenses incurred by the Village of Sag Harbor for studies and/or by retainer of expert advisors related to the hearing, review and determination of an application. This paragraph shall constitute written notice of the Board's intent to have its experts conduct analysis and studies pertaining to this application.

Signed: _____

APPLICANT'S SIGNATURE

CERTIFICATION

STATE OF NEW YORK)
COUNTY OF SUFFOLK)

_____ being by me duly sworn, deposes and says:

1. I am interested in an application for a variance or special exception now pending before the Sag Harbor Zoning Board of Appeals.

2. I reside at _____.

3. The nature of my interest in the aforesaid application is as follows:

4. If applicant or owner is a corporation, list officers:
Pres. _____ Secretary _____

Vice. Pres. _____ Treasurer _____

Do any of the following individuals have an interest as defined below in the owner or applicant: _____

- A. any New York State officer, or
- B. any officer or employee of Southampton Town, East Hampton Town or Suffolk County or Village of Sag Harbor.

For the purpose of this disclosure an officer or employee shall be deemed to have an interest in the owner or applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them.

- a. is the applicant or owner, or
- b. is an officer, director, partner, or employee of the applicant or owner, or
- c. legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner, or
- d. is a party to an agreement with such an applicant or owner express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided in General Municipal Law, Section 809.

Yes()

No()

If yes, state the residence and nature and extent of the interest of such individual.

Name

Residence

Sworn to before me this

_____ day of _____, 2001

(signature)

Notary Public



VILLAGE OF SAG HARBOR
 BUILDING DEPARTMENT
 55 MAIN ST., PO BOX 660
 SAG HARBOR, N.Y. 11963
 631-725-0224
 631-725-4852 FAX
 BUILDINGDEPT@SAGHARBOR.NY.GOV

RECEIVED	_____
PERMIT No.	_____
PERMIT FEE	_____
FEE PAID	_____
DATE ISSUED	____/____/____

BUILDING PERMIT APPLICATION
 *** ALL QUESTIONS MUST BE ANSWERED ***

THIS IS A(N): NEW PERMIT AMENDMENT TO AN EXISTING PERMIT No. _____

TAX MAP NUMBER: _____ - _____ - _____ - _____ PROPERTY LOCATION: _____
DISTRICT SECTION BLOCK LOT LEGAL STREET ADDRESS AND NUMBER

PROPERTY OWNER: _____ APPLICANT: _____

MAILING ADDRESS: _____ MAILING ADDRESS: _____

PHONE: _____ PHONE: _____

APPLICANT IS: OWNER LESSEE AGENT ARCHITECT BUILDER OTHER: _____

IF OWNER OR APPLICANT IS A CORPORATION or LLC, FURNISH NAMES OF MANAGING OFFICERS or MEMBERS:

CORPORATE/LLC PROPERTY OWNER NAME CORPORATE/LLC APPLICANT NAME

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

CONTRACTOR RESPONSIBLE FOR CONSTRUCTION:

NAME: _____ CONTRACTORS LICENSE NO: _____

PHONE: _____ ISSUED BY: SOUTHAMPTON EAST HAMPTON SUFFOLK

THIS PERMIT IS TO: BUILD A NEW STRUCTURE MAKE CHANGES TO AN EXISTING STRUCTURE

THIS PERMIT IS FOR: PROPOSED WORK WORK ALREADY PERFORMED

WHAT IS THE ESTIMATED COST OF CONSTRUCTION? \$ _____ (COST DOES NOT AFFECT THE PERMIT FEE)

CURRENT No. OF BEDROOMS: _____ PROPOSED No. OF BEDROOMS: _____

CURRENT No. OF FULL BATHROOMS: _____ PROPOSED No. OF FULL BATHROOMS: _____

CURRENT No. OF HALF BATHROOMS: _____ PROPOSED No. OF HALF BATHROOMS: _____

IS THIS PARCEL IN THE HISTORIC DISTRICT OR DESIGNATED AS A LANDMARK? YES NO

FLOOD ZONE: X V AE N/A

ZONING DISTRICT: R-20 VB WF OD RM

IS THIS PARCEL IN THE TIDAL OVERLAY DISTRICT? YES NO

Briefly describe the scope of the project: _____

STATE OF NEW YORK) ss.:

COUNTY OF _____ }

_____ being duly sworn deposes and says that he is the applicant above named, he is the _____ for the owner or owners, and is duly authorized to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

SIGNATURE OF APPLICANT

Sworn to before me this _____ day of _____ 20____

 Notary Public _____ County

APPROVED: _____
BUILDING INSPECTOR

INCORPORATED VILLAGE OF SAG HARBOR
55 MAIN STREET
SAG HARBOR, NEW YORK 11963
631-725-0222

AUTHORIZATION

The undersigned are the sole owners of the premises located at

_____, Sag Harbor, New York,

SCTM# _____ and hereby authorize _____

_____ to apply for and obtain:

- Check as applicable: (a) Building Permit ()
(b) Certificate of Occupancy ()
(c) Zoning Variance ()
(d) Subdivision Approval ()
(e) Other _____
(Describe)

The undersigned hereby hold harmless and indemnify the Village of Sag Harbor, including its agencies, officials and employees, against any claim, cost or expense, including attorneys fees, by reason of their reliance upon this authorization.

Dated: _____

Sign Here: _____

Print Name: _____

Sign Here: _____

Print Name: _____

On the _____ day of _____, 20____ before me, the undersigned

personally appeared _____,
personally known to me or proved to me on the basis of satisfaction
evidence to be the individual(s) whose name(s) is/are subscribed to
the within instrument and acknowledged to me that he/she/they
executed the same in his/her/their capacity(ies), and that by
his/her/their signature(s) on the instrument, the individual(s)
acted, executed the instrument.

Notary Public

AUTHORIZATION AND CONSENT FOR INSPECTION OF PROPERTY

Instructions: This form must be completed, signed and attached to the application form for an application to the Planning Board.

The undersigned, being the _____
(owner or agent for the owner)
of the property described in the 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 Subdivision application or Site Plan Review as requested in the within application, and the undersigned hereby consents to said entry for said purpose.

Dated: _____



INC. VILLAGE OF SAG HARBOR
 55 MAIN ST. • PO BOX 660
 SAG HARBOR, NY 11963
 (631) 725-0222

COASTAL ASSESSMENT FORM
CHAPTER 275: WATERFRONT CONSISTENCY REVIEW

NAME OF PROPOSED ACTION:

SUFFOLK COUNTY TAX MAP NUMBER(S):

STREET ADDRESS OF PROPOSED ACTION:

INSTRUCTIONS

1. Applicants—or in the case of direct actions, Village agencies—shall complete this Coastal Assessment Form (CAF) for proposed actions which are subject to Chapter 275 of the Village Code, entitled Waterfront Consistency Review. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency.
2. Before answering the questions in Section C, the preparer of this form should review the policies contained within the Local Waterfront Revitalization Program (LWRP) and their explanations. A copy of the LWRP is on file in the Village Clerk's office and on the Village's website. A proposed action should be evaluated as to whether it will have any significant beneficial and adverse effects upon the coastal area.
3. If any question in Section C of this form is answered "YES," then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in Chapter 275, Waterfront Consistency Review of the Village Code (the "Waterfront Consistency Review Law"). Thus, the action should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

A. CONTACT INFORMATION *(Please print or type answers)*

Applicant: _____

Mailing Address: _____

Telephone Number: () _____

Owner *(if not the applicant)*: _____

Mailing Address: _____

Telephone Number: () _____

Attorney *(if applicable)*: _____

Mailing Address: _____

Telephone Number: () _____

B. DESCRIPTION OF PROPOSED ACTION AND PROJECT SITE

1. Type of Village Agency Action (*check appropriate response*):

- Directly undertaken (e.g., capital construction, planning activity, agency regulation, land transaction).
- Financial assistance (e.g., grant, loan, subsidy).
- Permit, approval, license, certification.

2. If an application for the proposed action has been filed with another agency, provide the Application Number; the Approval/Filing Date; and the Contact Person. Please be sure that all approvals are consistent with the action seeking approval from the Village of Sag Harbor.

(a) NYS Dept. of Environmental Conservation _____

(b) NYS Dept. of State _____

(c) US Army Corps of Engineers _____

(d) Southampton Town Trustees _____

(e) Other _____

(f) *Please provide copies of all approvals and approved/submitted plans with this Coastal Assessment Form. Any documents that are attached should be indicated in Section E.*

3. To your knowledge, has this project site every been granted approval by any Village Agency for any other project? Yes No Not Applicable

(a) *If "Yes," please indicate the agency, type of approval, date of approval and name of previous applicant/owner in Section E or on a separate sheet. If "Not Applicable," please indicate why in Section E or on a separate sheet.*

4. Describe Nature and Extent of Proposed Action (indicate any proposed structures, including sanitary systems, drywells, swimming pools, patios, driveways, decks, etc.):

5. Location of Proposed Action: _____

6. Total Size of Project Site

(a) Acres: _____

(b) Square Feet: _____

INCORPORATED VILLAGE OF SAG HARBOR
 COASTAL ASSESSMENT FORM

7. Land Use:

(a) Existing: _____

(b) Proposed: _____

8. Existing Zoning District: _____

9. FEMA Flood Zone: _____

10. Describe any unique or unusual landforms on or around the project site (e.g., bluffs, dunes, swales, ground depressions, other geological formations):

11. Approximate Depth to Groundwater: _____ ft.

12. Percentage of site which contains slopes of 15% or greater: _____ %

13. If there are any wetlands or bodies of water (e.g., stream, lake, pond, bay, harbor, etc.) located contiguous with, adjacent to, or entirely within the project site, please indicate the following:

(a) Name of Water Body (if applicable): _____

(b) Area of Wetlands or Water on Project Site: _____ sq. ft.

14. How much natural vegetation, if any, will be removed from the project site? _____ sq. ft.

C. COASTAL ASSESSMENT

INSTRUCTIONS FOR COASTAL ASSESSMENT

If the answer to any questions within this Section C is "YES," please provide either further explanation in Section D or attach a separate sheet with the explanation. If a separate sheet is attached, please indicate this in Section D. The question number should be referenced within each explanation that is provided—e.g., Question 1(a).

Please note that answering "NO" to every question will not exclude the proposed action from the Waterfront Consistency Review Process.

YES NO

1. Will the proposed action be located in, or contiguous to, or have a potential adverse effect upon any of the resource areas identified on the coastal map:

(a) Significant fish or wildlife habitats? _____

(b) Scenic resources of local or statewide significance? _____

(c) Natural protective features in an erosion hazard area? _____

INCORPORATED VILLAGE OF SAG HARBOR
 COASTAL ASSESSMENT FORM

YES NO

2. Will the proposed action have a significant effect upon:

- (a) Commercial or recreational use of fish and wildlife resources?..... _____
- (b) Scenic quality of the coastal environment? _____
- (c) Development of future or existing water-dependent uses?..... _____
- (d) Land or water uses along the shorefront or within 1,500 feet
of the shoreline?..... _____
- (e) Stability of the shoreline? _____
- (f) Surface or groundwater quality?..... _____
- (g) Existing or potential public recreation opportunities?..... _____
- (h) Structures, sites or districts of historic, archaeological or
cultural significance to the village, town, county, state or nation?.... _____

YES NO

3. Will the proposed action involve or result in any of the following:

- (a) Physical alteration of land along the shoreline, underwater lands,
or coastal waters?..... _____
- (b) Physical alteration of an area of land located elsewhere in the
Waterfront Revitalization Area? _____
- (c) Expansion of existing public services or infrastructure in
undeveloped or low density areas of the coastal area? _____
- (d) Energy facility not subject to Article VII or VIII of the
Public Service Law? _____
- (e) Mining, excavation, filling or dredging in coastal waters?..... _____
- (f) Reduction of existing or potential public access to or
along the shore? _____
- (g) Sale or change-in-use of publicly owned lands located on
the shoreline or underwater? _____
- (h) Development within a designated flood or erosion hazard area? _____
- (i) Development on a beach, dune, barrier island or other natural
feature that provides protection against flooding or erosion?..... _____
- (j) Construction or reconstruction of erosion protective structures? _____
- (k) Diminished surface or groundwater quality?..... _____
- (l) Removal of ground cover from the site?..... _____

INCORPORATED VILLAGE OF SAG HARBOR
 COASTAL ASSESSMENT FORM

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
4. If the project site is publicly owned and located adjacent to the shore, answer the questions below. <i>If not, continue to Question 5.</i>			
(a) Will the project protect, maintain and/or increase the level and types of public access to water-related recreation resources and facilities?	_____	_____	_____
(b) If located in the foreshore, will access to those and adjacent lands be provided?	_____	_____	_____
	<u>YES</u>	<u>NO</u>	
5. If the proposed action is located adjacent to shore, answer the questions below. <i>If not, continue to Question 6.</i>			
(a) Will water-related recreation be provided?.....	_____	_____	
(b) Will public access to the foreshore be provided?	_____	_____	
(c) Does the project require a waterfront site?	_____	_____	
(d) Will it supplant a recreational or maritime use?	_____	_____	
(e) Do essential public services and facilities presently exist at or near the site?.....	_____	_____	
(f) Is it located in an area of high erosion?	_____	_____	
	<u>YES</u>	<u>NO</u>	
6. If the project site is publicly owned, answer the questions below. <i>If not, continue to Question 7.</i>			
(a) Will it involve the siting and construction of any major energy facilities?	_____	_____	
(b) Will it involve the discharge of effluents from major stream electric generating and industrial facilities into coastal facilities?	_____	_____	
	<u>YES</u>	<u>NO</u>	
7. Is the project site presently used by the community neighborhood as an open space or recreation area?	_____	_____	
8. Does the present site offer or include scenic views or vistas known to be important to the community?	_____	_____	
9. Is the project site used for commercial fishing or fish processing?	_____	_____	

INCORPORATED VILLAGE OF SAG HARBOR
 COASTAL ASSESSMENT FORM

	<u>YES</u>	<u>NO</u>
10. Will the surface area of any waterways or wetland areas be increased or decreased by the proposal?	_____	_____
(a) Increased by: _____ square feet		
(b) Decreased by: _____ square feet		
11. Do any mature forest (over 100 years old) or other locally important vegetation existing on this site which will be removed by the project? ..	_____	_____
12. Does any locally important vegetation existing on this site which will be removed by the project?	_____	_____
13. Will the project involve any waste discharges into coastal waters including, but not limited to, stormwater runoff?	_____	_____
14. Does the project involve surface or subsurface liquid waste disposal (e.g., sanitary/septic waste, stormwater runoff, etc.)?	_____	_____
15. Does the project involve transport, storage, treatment or disposal of solid waste or hazardous materials?	_____	_____
16. Does the project involve shipment or storage of petroleum products?	_____	_____
17. Does the project involve discharge of toxins, hazardous substances or other pollutants into coastal waters?	_____	_____
18. Does the project involve or change existing ice management practices? _____	_____	_____
19. Will the project alter drainage flow, patterns or surface water runoff on or from the site?	_____	_____
20. Will best management practices be utilized to control stormwater runoff into coastal waters?	_____	_____
21. Will the project utilize or affect the quality or quantity of sole source or surface water supplies?	_____	_____
22. Will the project cause emissions which exceed federal or state air quality standards or generate significant amounts of nitrates or sulfates into the atmosphere?	_____	_____

D. REMARKS OR ADDITIONAL INFORMATION

(Please list any and all additional sheets that are to be used to complete/supplement this form.)

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO
			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO
			YES
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO YES
		<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		NO YES	
		<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO YES	
		<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		NO YES	
		<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO YES	
		<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO YES	
		<input type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO YES	
		<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?		<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO YES	
		<input type="checkbox"/>	<input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO YES	
		<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?		NO YES	
		<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES		NO YES	
		<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____		<input type="checkbox"/> NO <input type="checkbox"/> YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

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Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

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(b) The shareholders, partners or members of the landowner corporation, partnership or limited company are (if applicable)

(1) _____ (3) _____
(2) _____ (4) _____

3. (a) the contract vendee's name and address are (if applicable):

(b) The shareholders, partners or members of the contract vendee corporation, partnership or limited company are (if applicable):

(1) _____ (3) _____
(2) _____ (4) _____

4. Does any officer or employee of the Village of Sag Harbor have an interest in the applicant or in the landowner or in the contract vendee?

_____ Yes _____ No

If yes, state the name and residence of such officer or employee and the nature and extent of such interest.

For the purpose of this disclosure, an officer or employee of the Village of Sag Harbor shall be deemed to have an interest in the applicant or in the landowner or in the contact vendee when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

(a) is the applicant or landowner or contract vendee, or

(b) is an officer, director, partner, member or employee of the applicant or landowner or contract vendee, or

(c) legally or beneficially owns or controls stock of a corporate applicant or landowner or contract vendee, or is a partner or member of a partnership or limited liability company applicant or landowner or contract vendee; or

(d) is a party to an agreement with such an applicant or landowner or contract vendee, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided in General Municipal Law §809.

5. Does any officer or employee of the Town of Southampton and/or East Hampton, County of Suffolk or State of New York have an interest in the applicant or in the landowner or in the contract vendee?

_____ Yes _____ No

If yes, state the name and residence of such officer or employee, the name of such governmental entity (Town, County, and State) and the nature and extent of such interest. _____

For the purpose of this disclosure, an officer or employee of the Town of Southampton and/or East Hampton shall be deemed to have an interest in the applicant or in the landowner or in the contract vendee when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

(a) is the applicant or landowner or contract vendee; or

(b) is an officer, director, partner, member or employee of the applicant or landowner or contract vendee; or

(c) legally or beneficially owns or controls stock of a corporate partnership or limited liability company applicant or landowner or contract vendee; or

(d) Is a party to an agreement with such an applicant or landowner or contract vendee expresses or implied, whereby he may receive any contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided in General Municipal Law §809

Applicants Signature

State of New York)

) ss:

County of _____)

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Notary Public)

Village of Sag Harbor, NY
Tuesday, January 5, 2016

Chapter 300. Zoning

Article XIV. Planning Board

§ 300-14.1. Establishment; compensation; Chairman; removal of members; vacancies; training.

There shall be a Village Planning Board appointed in accordance with §7-718 of the Village Law. The Board of Trustees may appoint up to two additional ad hoc members to serve where a member is absent or has a conflict of interest. The term of an ad hoc member shall be one year. Planning Board members shall receive such compensation as the Board of Trustees may from time to time by resolution provide. The Chairman of such Planning Board shall be designated in accordance with §7-718 of the Village Law. Removal of members of the Planning Board and appointment in case of vacancies shall be in accordance with the provisions of §7-718 of the Village Law. All members of the Planning Board, including ad hoc members, shall be required to satisfy timely the training and continuing education requirements described in §7-718 of the Village Law.

§ 300-14.2. Powers and duties.

The Planning Board is hereby empowered and directed to undertake studies and make plans incorporating proposed legislation in the form of amendments to the Zoning Ordinance, having the following objectives:

- A. The designation of those areas and structures which are of historic value and which warrant special action to ensure their preservation.
- B. The conservation and preservation of the natural shoreline and wetlands with special reference and attention to ecological relationship and needs.
- C. The proper use of those portions of the waterfront which are required and most suited for human activities, including both recreation and commerce.
- D. Appropriate changes in this chapter which may incorporate the result of the foregoing studies as well as consider such other elements as business district requirements, traffic and parking, aesthetic and architectural review of new construction and alterations to existing structures, parks and recreation and general land use development.

§ 300-14.3. Site plan review.

- A. Applicability of site plan procedure and standards. Any application for a building permit for any use, building or structure and any change of use from any use described in the **Table of Uses**^[1] herein to another use on said table or to any other use and any enlargement of an existing use shall require site plan approval by the Planning Board. In all cases where this article requires site plan review, no building permit shall be issued by the Building Inspector and no use of premises may be maintained except

and material except where any of these features is otherwise regulated or specified under this chapter, in which event the provisions of this chapter shall prevail.

- (j) Drainage. The drainage system and layout proposal will afford an adequate solution to any drainage problems.
 - (k) Public utilities. The plans for water supply and sewage disposal are adequate.
 - (l) Public-address or sound system. Any sound or public-address system shall be such that no sound from a system shall be audible on adjoining properties or on the adjacent street.
 - (m) Physically challenged access. The plan and building design shall accommodate the needs of the physically challenged and be in conformance with the state and federal standards for design and construction concerning the physically challenged, including but not limited to handicapped parking requirements.
 - (n) Energy conservation. The site plan and building design shall maximize the conservation of energy.
 - (o) Architecture. Architecture shall comply with the purposes and criteria set forth in Article XIII.
 - (p) Purposes of this chapter. Any site plan review shall affirmatively comprehend and implement the purposes of this chapter, including, by way of illustration not limitation, the preservation of the present historic character of the VB and adjacent zoning districts and the accumulation of new affordable housing units where reasonably able.
- (2) Nothing herein shall preclude the Planning Board from requiring neighboring properties to participate in the construction of joint or shared improvements, such as parking, access or drainage, provided that a problem has been identified which can be mitigated only by joint action and an implementation plan has been formulated for such mitigation.

§ 300-14.4. Site plan elements.

A. Submission. A complete site plan application shall consist of:

- (1) A completed site plan application form.
- (2) A site plan review fee and payment of the fee required under § 300-14.4B below.
- (3) An environmental assessment form, Part 1, as required by Chapter 125, Environmental Quality Review, of this Code and by 6 NYCRR Part 617.
- (4) A site plan.
- (5) For site plans in which additional lighting or a change in existing lighting is proposed, a plan showing existing lighting and proposed exterior lighting that is depicted on a site plan shall be submitted. The following additional information may also be required, as deemed necessary by the Planning Board:
 - (a) A lighting fixture schedule indicating manufacturer name, catalog number, lamp source type (i.e., high-pressure sodium), wattage and initial lumens, photometric distribution type (full cutoff), mounting height and shielding descriptions;
 - (b) Types of controls and control schedule with proposed hours of operation for each luminaire;

feet and hundredths of a foot. All angles shall be given to the nearest 10 seconds or closer. The error of closure shall not exceed one in 10,000.

- (e) The locations, names and existing widths of adjacent streets and curblines.
 - (f) The location and owners of all adjoining lands, as shown on the latest tax records.
 - (g) The location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to the public use within or adjoining the property.
 - (h) A complete outline of existing easements, filed map restrictions, deed restrictions or covenants applying to the property, and a copy of each of the foregoing shall be attached to any application, failing which any such application shall not be deemed complete.
 - (i) Existing zoning.
- (2) Natural features.
- (a) Existing contours with intervals of two feet or less referred to NGVD datum. In addition, spot elevations may be required by the Planning Board as circumstances require, in the judgment of the Planning Board.
 - (b) The approximate boundaries of any areas subject to flooding or stormwater overflow, including wetlands.
 - (c) The location of existing natural features.
 - (d) The location of any existing cultural features.
 - (e) The location of any Federal Emergency Management Agency floodplain boundary lines and required base flood elevations, including freeboard requirements, where applicable.
- (3) Existing structures and utilities.
- (a) Outlines of all structures and location of all uses not requiring structures.
 - (b) Paved areas, including parking areas, sidewalks and vehicular access between the site and public streets.
 - (c) Locations, dimensions, grades and flow direction of any existing culverts or waterlines, as well as other underground and aboveground utilities within and adjacent to the property.
 - (d) Other existing development, including fences, landscaping and screening.
 - (e) The location and use of all buildings and structures within 200 feet of the boundary of the subject property.
- (4) Proposed development.
- (a) The location of proposed buildings or structural improvements, indicating setbacks from all property lines and horizontal distances from existing structures.
 - (b) The location and design of all uses not requiring structures, such as off-street parking areas and pedestrian circulation. Parking calculations shall be shown.
 - (c) The location, direction, power and time of use for any proposed outdoor lighting or public-address systems.
 - (d) The location and plans for any outdoor signs which must be in accordance with applicable sign regulations.

or potentially affected by the proposed development. The Planning Board shall comply with the referral requirements of §§ 239-m and 239-nn of the General Municipal Law.

- (2) In the case of a site plan application requiring a zoning variance, the site plan may be subject to a preliminary review by the Planning Board prior to any action by the Board of Appeals.
 - (3) In case of a site plan application requiring a consistency determination under LWRP, the site plan shall be referred to the Harbor Committee for an advisory report prior to any action by the Planning Board.
 - (4) The Fire Marshal, the Fire Department and the ambulance corps with jurisdiction, BHPAR and Harbor Committee shall forward their comments to the Planning Board within 62 days of the request for comments and preliminary review. Absence of any response following this period shall be deemed to mean there are no potential adverse impacts to community services solicited upon preliminary review and no additional requirements are considered necessary by such agency for consideration by the Board in its approval of the site plan. Any agency requesting a thirty-day extension of time to respond shall be accorded such extension upon request.
- E. Public hearing. If the Planning Board determines that a public hearing is necessary, it shall schedule and hold the same within 62 days of determining the application is complete. In determining whether or not to hold a public hearing, the Planning Board shall consider the degree of public interest in the application and the extent to which a public hearing can aid the decisionmaking process by providing a mechanism for collection of relevant data.
- F. Notice. Notice of the hearing shall be given to the applicant and be made by publication at least 10 days prior to such hearing in the official newspaper of the Village. In addition to such notice, the applicant shall mail a copy of the public notice by certified mail, return receipt requested, at least 10 days prior to the date of the hearing to all owners of property which lies adjacent and/or directly opposite (by extension of lot lines through any street) to that owned by the applicant as determined by their appearance on the last completed assessment roll of the Village and shall file proof of that mailing with the Secretary to the Planning Board not less than five days before the hearing.
- G. Decision. Within 62 days of conclusion of the public hearing or, if none was held, within 62 days of determining the application is complete, the Planning Board shall determine whether the site plan application complies with the purposes and specifications of the Zoning Code and shall so inform the Building Inspector and Village Clerk and the applicant, in writing, of its approval, approval with modifications, or disapproval. This sixty-two-day period may be extended by the Planning Board upon the written consent of the applicant. All decisions of the Planning Board shall be in writing and bear the signature of the Chairperson or Acting Chairperson.
[Amended 9-9-2014 by L.L. No. 12-2014]
- H. No application shall be deemed complete until any review process required pursuant to the State Environmental Quality Review Act (SEQRA) has been completed or if a positive declaration is made.
- I. Amendments to a site plan shall be processed in the same manner as an application for site plan review except as the Planning Board may waive any of the requirements herein on any such amendatory application. Any such application shall comply with all applicable requirements under SEQRA. Any applicant who receives site plan approval will be required, as a condition of approval, to execute an affidavit which states that the applicant will notify the new property owner of the special conditions to the site plan approval in the event that he/she sells the property.
- J. An approved site plan shall be valid for a period of two years from the date of approval. All work proposed on the plan shall be complete within two years from the date of approval unless a longer period was approved or the applicant obtains an extension from the Planning Board.
- K. No excavation, demolition, filling, regrading, clearing, tree removal or any other work in preparation of

Any violation of the approval or conditions, including specific covenants or easements, established by the Planning Board with respect to a site plan application shall be deemed a violation of this chapter punishable under the provisions of §300-17.6.