



TOWN OF EAST HAMPTON ARCHITECTURAL REVIEW BOARD

CHANGES TO A COMMERCIAL SITE APPROVAL APPLICATION

Please consult Town Code Section 255-7-30 (E). This application must be fully completed and submitted to the Architectural Review Board along with the following information:

1. **Fees:** An application fee in the form of certified check, money order or Attorney's check made payable to the Town of East Hampton must be submitted in accordance with the fee schedule below. Fees are entirely nonrefundable once review of the particular application has commenced.

- \$150 for proposed change(s)
- \$250 for existing change(s) that have commenced prior to obtaining proper approval

2. **Two (2)** copies (*original plus 1 copy*) of the completed application form

3. **Two (2)** copies of a survey or site plan, accurately showing the location(s) of:

- Proposed, or existing, improvements, drawn to scale
- Existing structure(s) on the property
- Proposed landscaping

4. **Two (2)** copies of complete working drawings, including floor plans and elevations drawn to scale. Note: include on the plans a description of all exterior materials, surface finishes, and colors. These include roofing, millwork, doors, trim, railings, masonry, etc.

DATE: _____

I. APPLICANT INFORMATION:

A. Landowner: _____

Address: _____

Telephone: _____ Facsimile: _____

B. Applicant (if other than landowner): _____

Address: _____

Telephone: _____ Facsimile: _____

C. CORRESPONDENCE TO BE SENT TO: (please check one) A B

NOTE: the party identified above will be notified the Monday prior to the ARB meeting when the application will be reviewed. The Board meets the first & third Thursday of every month at 7:00 pm in the Town Hall Court Room.

II. PROPERTY IDENTIFICATION AND LOCATION:

A. Street, Building Number & Hamlet: _____

B. Suffolk County Tax Map Number: 300- _____ Zoning District _____

III. PROJECT INFORMATION:

Description of proposed (or existing) exterior changes: _____

I attest that the above information is complete and accurate to the best of my knowledge.

Signature _____ Date _____