



TOWN OF EAST HAMPTON ARCHITECTURAL REVIEW BOARD

ADDITIONAL ROOF HEIGHT APPROVAL APPLICATION

Please consult with Town Code Section 255-11-72 "Height". In order to allow the construction of residences with traditional architectural design, the East Hampton Town Code permits gabled roofs of up to 35' in height, under the following conditions:

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.
 - \$250 for new residence
 - \$150 for addition to residence, new accessory structure, or exterior change to existing building (this will be doubled if work has commenced prior to obtaining proper approval)
2. The building lot must contain a minimum area of 60,000 square feet.
3. The height of any point on the building must be less than one-half of that point's horizontal distance from the nearest property line.
4. A legal Covenant must be recorded with the County, guaranteeing that the building lot will never be modified or divided in such a way to negate either of the above two conditions. **NOTE:** the legal covenant is not required until after the Board grants approval.
5. Approval must be obtained from the Architectural Review Board, finding that:
 - a. The additional height is necessary to enhance or preserve the architectural integrity of the design.
 - b. The additional height is not primarily sought to achieve views or added storage space
 - c. The total apparent height and visual mass of the structure is not obtrusive or disharmonious with the surrounding area.

This application must be fully completed and submitted to the Architectural Review Board along with the following information:

1. **Two (2)** copies (*original plus 1 copy*) of the completed application form
2. **Two (2)** copies of a survey or site plan, accurately showing the location(s) of:
 - Proposed residence and distances to property lines
 - Existing structure(s) on or near the property
 - Lot area in square feet
3. **Two (2)** copies of complete working drawings, including floor plans and elevations which show all exterior height dimensions and are drawn to scale. Note: include on the plans a description of all exterior materials and color. 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 _____ Lot size _____

III. PROJECT INFORMATION:

Proposed max. roof height above natural or existing grade _____ Is this a new residence? _____

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

Signature _____ Date _____