

TOWN OF EAST HAMPTON PLANNING BOARD

PRELIMINARY SITE PLAN APPLICATION FORM

NOTE: With this application, your project will receive review at one Planning Board Work Session. You may submit additional Preliminary Site Plan applications if desired.

The purpose of *Preliminary Site Plan* review is to enable the applicant together with the Planning Board to examine a forthcoming Site Plan submission prior to the applicant committing substantial effort or expense toward the plans and details necessary for a formal Site Plan application. During the Planning Board Work Session, the Board will review the preliminary plan and offer the applicant feedback with respect to layout and use. The applicant should be prepared to discuss the project, how the site will function, and possible alternatives.

Sometimes, however, the Planning Board will be unable to give direction to the applicant regarding Preliminary Site Plan without the details required by full Site Plan.

The Preliminary Site Plan application must be fully completed and submitted to the Planning Board Office along with the following items:

- 1. Review Fee \$350.00** in the form of certified check, money order or Attorney's check made payable to the Town of East Hampton
- 2. Six (6)** copies (original plus five copies) of the completed application form
- 3. Six (6)** copies of plans (i.e. site plans/drawings) conforming to the requirements of Section 255-6-50 of the Town Code, except that final drainage solutions, details of waste disposal systems, landscaping and lighting details need not be provided.

All natural features (wetlands, watercourses, tidal waters, beaches, beach vegetation, dunes and bluffs) as defined in § 255-1-20 of the East Hampton Town Code must be flagged by the Planning Department and depicted on a guaranteed survey.

NAME OF APPLICATION (Project Title): _____

I. APPLICANT INFORMATION:

A. Landowner: _____

Address: _____

Telephone: _____ Facsimile: _____

B. Applicant (if other than landowner): _____

Address: _____

Telephone: _____ Facsimile: _____

C. Attorney: _____

Address: _____

Telephone: _____ Facsimile: _____

D. Agent: _____

Address: _____

Telephone: _____ Facsimile: _____

E. **CORRESPONDENCE TO BE SENT TO:** (Please check one) A B C D

NOTE: The party identified above will be notified the Monday prior to the Planning Board Work Session when the application will be reviewed and discussed.

II. PROPERTY INFORMATION:

- A. Suffolk County Tax Map Number(s): 300-_____
- B. Street Address: _____
- C. Zoning District: _____
- D. School District: _____ E. Fire District: _____
- E. Total Site Area: Square feet _____ Acres _____
- F. Filed Map Identification: Lots _____ Block _____
 Filed Map Name _____ Map Number _____
- G. Are there any encumbrances of record affecting the property, particularly right-of-way easements, deed restrictions or covenants? YES NO
 If YES, attach copies of the easements, covenants, or other restrictions.
- H. Does applicant own the property which is the subject of the application? YES NO
 If NO, please provide written permission of the property owner to allow application to proceed.
- I. Does applicant or predecessor in title own adjacent property? YES NO
 If YES, give description and state when this parcel came into separate ownership:

III. PROJECT INFORMATION

- A. Reason for Application: (Please check one or more)

<input type="checkbox"/> New Structure	<input type="checkbox"/> Alteration of Structure or Site
<input type="checkbox"/> Expansion of Structure or Use	<input type="checkbox"/> Change of Use <input type="checkbox"/> Clearing of Land
- B. Indicate the number and describe, in detail, the use(s) being considered. Describe the project in detail. (If additional space is needed please attach): **NOTE: A thorough and comprehensive description is necessary for the Planning Board to properly evaluate the proposal.**

- C. Are any of the proposed use(s) a Special Permit Use? YES NO
 If yes, please list the Special Permit Use being considered: _____
- D. Will project affect existing parking requirements? YES NO
 Existing Number of Parking Spaces: _____ Proposed Number of Parking Spaces: _____
- E. List each structure or use proposed including dimensions, heights, and total square footage

Structure/Use	Dimensions	Height (in feet)	Total Square Feet
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
- F. Coverage, Building: As defined in § 255-1-20 of the Town Code
 Existing: _____ Proposed: _____
- G. Coverage, Total: As defined in § 255-1-20 of the Town Code
 Existing: _____ Proposed: _____

AUTHORIZATION

I, the owner, hereby authorize the Planning Department and the Planning Board to enter the subject parcel to review the pending application for site plan/site plan-special permit.

(Note – Each person required to sign this statement must have his/her signature separately attested before a Notary Public. Use additional pages if necessary.)

ATTEST:

STATE OF _____)

SS.:

COUNTY OF _____)

_____, being duly sworn, deposes and says that the foregoing Statement of Disclosure of Interest is true and accurate to the best of his/her knowledge and belief; that all statements set forth in Part I of this Statement of Disclosure of Interest are true and accurate, except and to the extent that any contrary statements are set forth in Part II of this Statement; and that any such statements made in Part II of this Statement of Disclosure of Interest are true and accurate to the best of his/her knowledge and belief.

Signature:

Name & Capacity:

Sworn to before me this

_____ day of _____, _____.

NOTARY PUBLIC