



**TOWN OF EAST HAMPTON
PLANNING BOARD
SITE PLAN/SPECIAL PERMIT APPLICATION
AND
ENVIRONMENTAL ASSESSMENT FORM PART I
INSTRUCTIONS**

This form is a combined Environmental Assessment Form Part I and Site Plan/Special Permit application. Please note that some of the information requested in this combined form is required by State regulation (9 NYCRR §617.5).

This application must be fully completed in ink and all of its requirements satisfied. Please complete every question, do not simply refer to a map or plan. Ten (10) copies (original plus 9 photocopies) of the completed application combined with the requirements listed below are to be submitted to the Office of the Building Inspector.

NOTE: THE WORK COVERED BY THIS APPLICATION MAY NOT BE COMMENCED BEFORE APPROVAL IS GRANTED AND A BUILDING PERMIT IS ISSUED.

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 outlined below. Fees are entirely nonrefundable once review of the particular application has commenced.

- **Site Plan – Commercial Use: \$875.00 plus \$0.15 per square foot for all proposed improvements⁽¹⁾**
- **Site Plan – Residential Use: \$450.00 plus \$0.15 per square foot for all proposed improvements⁽¹⁾**
- **Site Plan – Change of Use: \$450.00⁽²⁾**
- **Minor Site Plan – 500 square feet: \$375.00**
- **Special Permit Review Fee: \$775.00 for each Special Permit Use**

⁽¹⁾Square footage of all improvements includes basement or cellar, 1st floor, 2nd floor of all proposed buildings, decks, patios, parking lots, walkways, storage areas, landscaping, etc.

⁽²⁾With no alterations to any structures; any alterations or proposed structures require submission of Site Plan – Commercial Use or Site Plan – Residential Use fees

⁽³⁾Minor Site Plan must comply with §255-6-45 of the Town Code. If the Planning Board determines that the project does not meet the provisions of a Minor Site Plan, the remaining \$500 fee plus \$0.15 per square foot for all proposed improvements must be provided before review of the application continues.

SITE PLAN SPECIAL PERMIT REQUIREMENTS

A site plan/special permit application should include the following information:

- 1. Review Fee**
- 2. Ten (10) copies** (original plus nine copies) of the completed application form
- 3. Ten (10) original copies** of floor and elevation plans stamped and signed by a licensed architect or engineer. The elevations of buildings and structures shall be at a scale sufficient to show the following:

- Design and character of buildings and structures
- Materials of buildings and structures
- Heights of buildings and structures
- Roofs and overhangs
- Special design features

4. **Ten (10)** original copies of the site plan stamped and signed by a licensed land surveyor illustrating the proposed layout of the project. The site plan shall contain the necessary elements set forth on next page.

Necessary Elements of Site Plan/Special Permit:

Here is a checklist to help you submit a complete application, survey and plans.

A. Survey and Site Data

- Name, address, license number, seal, and signature of licensed professional who prepared the drawing
- Project Title
- School district and fire district
- Zoning district
- Suffolk County Tax Map Number(s)
- Key Map of at least one inch equals 600 feet (1" = 600')
- North arrow and scale in comparative form
- Total acreage of property to the nearest .01 acre
- All property lines with directional bearings distances, the property's relationship to adjoining premises and public streets
- Location of all easements on, over and adjacent to the site

B. Existing Site Conditions

- Existing buildings, structures, and uses and proposed additions thereto, including finished floor elevations and ground elevations at such building, structure and the use location
- Curbs, walkways, and paving with spot elevations
- Topographic contours at two (2) foot intervals
- Flood insurance zone identification and base flood elevations
- Identification of woodlands, cleared areas, large trees, unique plant and wildlife communities and overlook areas
- Identification of cultural features, such as trails, historic buildings and sites and agricultural fields
- Identification of paleontological and archaeological remains, if known.

NOTE: Do not commence any archaeological fieldwork before obtaining Planning Board approval for the work.

- Identification of wetlands, watercourses, tidal waters, beaches, beach vegetation, dunes and bluffs – All natural features 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

C. Proposed Site Improvements

- Proposed buildings, structures, and uses and proposed additions thereto, including finished floor elevations and ground elevations at such building, structure, and the use location
- Existing and proposed coverage (building) and total coverage calculations, as defined in Section 255-1-20 of the Town Code
- Layout of existing and proposed parking and loading areas, including dimensions of spaces, aisles and street approaches, the general circulation pattern with directional movement shown
- Methods used for computing parking requirements
- Storm drainage structures, catch basins, manholes, etc.; pipe size, type, gradient, invert elevations; drainage calculations and method used for computing drainage requirements
- Cross-section details of asphalt improvements
- Change of gradient, retaining walls, curb cuts, access drives, handicap ramps, etc.
- Proposed topography or proposed spot elevations
- Extent of site clearing or disturbance and total clearing calculations required in Water Recharge or Harbor Protection Overlay Districts
- Existing and proposed sanitary waste disposal system, including septic system profile and wastewater flow calculations
- Test hole/bore data including subsurface conditions and depth to groundwater

NOTE: Do not dig a test hole or boring without first obtaining Planning Board approval to dig the test hole or boring.

- Existing and proposed water wells or public water lines
- Location of all existing and proposed utility lines, hydrants, fire cisterns and fire wells
- Location of all existing and proposed cable boxes, electric meters and telephone service boxes
- Location of existing and proposed exterior lighting; SEE LIGHTING PLAN BELOW
- Location and type of facility to handle solid waste and recycling and height and type of screening for the facility
- Method for maintaining or preserving natural features and/or cultural features
- Landscaping plan; SEE LANDSCAPING PLAN BELOW

NOTE: The applicant has the option of including any proposed landscaping and lighting on the Site Plan/Survey or a landscaping plan and/or lighting plan may be submitted separately.

5. Landscaping Plan

The landscaping plan shall include the following information:

- Existing vegetation which is proposed to remain
- Location of proposed trees, shrubs, grasses, etc.
- A key including the height or size, quantity, Latin and common names of the proposed species

6. Lighting Plan (Exterior lighting)

The lighting plan shall include the following information:

- Location identifying the location of each proposed lighting fixture
- Manufacturers details of the lighting fixture(s) which demonstrates that all lighting will be directed downward with the use of hooded fixtures, refractors or opaque shields
- Photometric data which clearly depicts bulb type and wattage, fixture height, and foot-candles distribution

NOTE: The applicant must demonstrate that the lighting will not exceed 0.1 foot-candles at the property boundaries.

7. Fire Department Comments

The Planning Board routes one copy of the application to the Office of the Fire Marshal for review. However, the applicant is required to obtain comments from the local Fire Department with jurisdiction in the hamlet as to whether any additional fire suppression devices will be required as a result of the project. An application cannot be scheduled for a public hearing or approved without Fire Department comments. Also, some Special Permit standards require additional review and approval of the Chief Fire Marshal before approval can be granted by the Planning Board.

8. Suffolk County Planning Commission Referrals

Certain applications are required by State and County law to be referred **by the Planning Board** to the Suffolk County Planning Commission for review and comments. Please note that referral to the Suffolk County Planning Commission may require the submission to the Planning Board of additional copies of completed application forms and maps.

9. Suffolk County Department of Health Services (SCDHS)

If Health Department approval is required for the project, it is recommended that an application be submitted to the Health Department at the earliest date. Submission of Health Department approval is a condition of Site Plan approval and must be met within the time period described in the approved Site Plan resolution. However, with certain applications, the Planning Board may require Health Department approval prior to granting a resolution for site plan approval.

One (1) original copy of the plan bearing the approval of the SCDHS must be submitted to the Planning Board secretary to meet this condition.

10. Architectural Review

Architectural Review Board (ARB) approval is required for all buildings, structures and signs proposed under Site Plans submitted to the Planning Board. The referral of one (1) copy of this application and accompanying plans, surveys etc. by the Planning Board to the ARB is automatic.

However, the applicant may elect to postpone submission of appearance and design information until after Site Plan approval has been obtained. If the applicant elects to postpone submission of this information, any approval of the initial referral to the ARB shall constitute approval of the Site Plan concept only, and, as a condition of the Site Plan approval, the applicant shall make a subsequent independent application to the ARB and obtain ARB approval within the time schedule described in the approved Site Plan resolution.

ADDITIONAL COMMENTS:

It is beneficial to include a written statement with the submittal of application forms and maps to the Planning Board indicating the proposed use and a written description explaining how the site will function and operate. The Planning Board may request additional information in writing by the applicant.

Fully completed applications, along with necessary maps, plans, etc. must be submitted to the Office of the Building Inspector at Suite 104, 300 Pantigo Place East Hampton. Any further information, revised maps, plans, etc. shall be submitted to the Planning Board in Suite 103, 300 Pantigo Place East Hampton and shall be accompanied with a cover letter that is dated, includes the name of the application, identifies the materials submitted and a signature.

All submitted plans shall be folded in a fashion to fit in a legal sized (8 ½" X 14") pend-a-flex folder. Plans, maps, surveys, etc. that are not folded will not be accepted.