



PLANNING BOARD TOWN OF EAST HAMPTON

SUBDIVISION OR LOT LINE MODIFICATION INSTRUCTION SHEET

This application must be fully completed (by typewriter or in ink) and all of its requirements complied with. Ten copies (original plus 9 photocopies) of the completed application along with the requirements listed below are to be submitted to the office of the Planning Board.

WE HIGHLY RECOMMEND APPLICANTS OBTAIN A COPY AND REVIEW CHAPTER 255 (ZONING), CHAPTER 220 (SUBDIVISION OF LAND) AND CHAPTER 193 (OPEN SPACE ZONING) OF THE EAST HAMPTON TOWN CODE.

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

LOT LINE MODIFICATION

A lot line modification application must include the following:

- A. **\$425.00 application fee** in the form of certified check, money order or Attorney's check made payable to the Town of East Hampton.
- B. **TEN (10)** copies (original plus nine copies) of the completed application form including a detailed narrative describing the proposed project and objectives.
- C. **TEN (10)** original copies of a survey, containing a licensed surveyors seal and signature depicting the existing site conditions including all structures, lot area calculations, existing water supplies and sanitary systems.
- D. **TEN (10)** original copies of a map containing a licensed surveyors seal and signature, based on the survey, depicting the proposed site conditions (placement of lot lines) including proposed lot area calculations.

NOTE:

Due to diverse circumstances with each application, additional information may be required for the processing of your request. Some of these items are as follows:

- Survey information: coverage, total coverage calculations, clearing calculations, public water supply lines, easements, natural features, etc.
 - Archaeological Search and Study. However, do not conduct any field investigations without first meeting with the Planning Board.
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SUBDIVISION WAIVER

A subdivision waiver application must include the following:

- A. **\$825.00 application fee PLUS \$775.00 per lot** in the form of certified check, money order, or Attorney's check made payable to the Town of East Hampton.
- B. **TEN (10)** copies (original plus nine copies) of the completed application form including a detailed narrative describing the proposed project and objectives.
- C. **TEN (10)** original copies of a survey, containing a licensed surveyors seal and signature showing entire parcel in ownership and method of subdividing.

- **Survey shall include all existing conditions and the applicable features set forth in Article XII and in § 220-2.11 (B) of the East Hampton Town Code**
 - **Due to diverse circumstances with each project, additional survey information may be required to process your request.**
- D. Letter of recommendations from the Fire Department with jurisdiction in the hamlet as to whether any additional fire suppression devices are required as a result of the division.
- E. If Suffolk County Planning Commission referral is required, four (4) additional sets of maps must be submitted.

NOTE: One (1) original copy of approval from the Suffolk County Department of Health Services will be required to be provided.

The Planning Board may not elect to review your project as a subdivision waiver and full subdivision review may be required.

PRE-PRELIMINARY SUBDIVISION REVIEW

The purpose of the Pre-Preliminary Subdivision review is to examine alternative schemes for development opportunities with the Planning Board prior to a forthcoming Preliminary Subdivision submission. It enables the Planning Board, together with the applicant, to discuss the alternative layouts for dividing a parcel of land. The Pre-Preliminary Subdivision review is at the discretion of the applicant.

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

A Pre-Preliminary Subdivision application must include the following:

- A. **\$775.00 per lot application fee** in the form of certified check, money order, or Attorney's check made payable to the Town of East Hampton.
- B. **TEN (10) copies** (original plus nine copies) of the completed application form including a detailed narrative describing the proposed project, objectives and alternative schemes of development.
- C. **Ten (10) original sketch prints** based on an actual survey, with an original copy of survey included, depicting the methods of division. At least one alternative must be drawn pursuant Chapter 193 (Open Space Preservation) of the Town Code.
- **Sketch (Alternative) Plans for development shall be drawn to conform to the requirements listed in §220-2.06 (C) of the Town Code.**
- D. **Ten (10) original sketch prints** of a site analysis map, pursuant to §220-2.06 (14) of the Town Code.
- E. **Ten (10) original sketch plans** of a standard plat demonstrating yield.
- **Yield Map shall conform to the requirements set forth in § 220-1.06 (H & J) of the East Hampton Town Code.**

PRELIMINARY SUBDIVISION APPLICATION

A preliminary subdivision application must include the following:

- A. \$825.00 application fee PLUS \$775.00 per lot** in the form of certified check, money order, or Attorney's check made payable to the Town of East Hampton.
- B. TEN (10)** copies (original plus nine copies) of the completed application form including a detailed narrative describing the proposed project and objectives.
- C. TEN (10)** original copies of a survey, containing the surveyor's seal and signature, of the Preliminary layout, clearly labeled "Preliminary Plat."
 - **Preliminary layout shall conform to the requirements set forth in § 220-1.06 and include the items listed in § 220-2.08 (E) of the Town Code.**
- D. TEN (10)** original copies of a survey/standard plat (Yield Map) demonstrating yield. The Yield Map must be prepared by a licensed surveyor and contain the surveyors seal and signature.
 - **Yield Map shall conform to the requirements set forth in § 220-1.06 (H & J) of the East Hampton Town Code.**
- E. TEN (10)** Sets of preliminary road profiles, drainage calculations, test hole data and watershed boundaries.
- F. TEN (10)** original copies of a site analysis map and written description of the parcel in accordance with § 220-2.06 (14) of the East Hampton Town Code.

NOTE: Your survey may need to include the information depicted on the site analysis map.

- G.** A written statement that sufficient identification stakes have been placed around the perimeter of the proposed subdivision.
- H.** If the subdivision is being submitted under the provisions of Chapter 193 (Open Space Zoning), a letter shall be submitted requesting the utilization of said Chapter.
- I.** A copy of the original deed with recording information.
- J.** If Suffolk County Planning Commission referral is required, four (4) additional sets of maps must be submitted.

FINAL SUBDIVISION APPLICATION

A final subdivision application must include the following:

- A. \$825.00 application fee PLUS \$425.00 per lot** in the form of certified check, money order or Attorney's check made payable to the Town of East Hampton
- B. TEN (10)** copies (original plus nine) of the completed application form
- C. ONE (1)** original Mylar of the Final Plat stamped with the Suffolk County Department of Health Services approval and **THREE (3)** reproducible Mylar's of the Final Plat
- C. TEN (10)** original surveys of the Final Plat
- D.** Letter containing recommendations from the Fire Department with jurisdiction in the hamlet as to whether any additional fire suppression devices are required as a result of the division.

- E. To provide access for the test hole data, applicant shall submit a map showing Health Department's locations for approval by this Board.
- F. On a separate sheet, key maps of scales of 1" = 500' and 1" = 1000'
- G. Submission of approved form of declaration

IMPORTANT NOTICES:

THE SUBMISSION OF AN ACCURATE, THOROUGH APPLICATION WITH ALL NECESSARY INFORMATION SUPPLIED IS A PREREQUISITE TO THE PROCESSING OF THE APPLICATION AND THE TIMELY SCHEDULING OF A PUBLIC HEARING. AN INCOMPLETE APPLICATION WILL BE RETURNED TO THE APPLICANT FOR COMPLETION.

WHEN A PUBLIC HEARING HAS BEEN SCHEDULED, THE APPLICANT WILL BE NOTIFIED AND IS REQUIRED TO:

1. Notify by certified mail, return receipt requested, the owners or record of every property which abuts, and every property which is directly across any public or private street from the property which is the subject of the application at least ten (10) days in advance of the forthcoming public hearing; and,
2. Post the property with the sign provided by the Planning Board at least ten (10) days in advance of the public hearing in accordance with the provisions of Section 255-9-23 (2) of the Zoning Code; and,
3. Submit proof, prior to or at the hearing, in the form of a notarized affidavit with copies of the return receipts attached, that the notification requirements 1 and 2 above have been complied with.