

86 Main Street
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VILLAGE OF EAST HAMPTON

Office of the

Design Review Board

APPLICATION for MISCELLANEOUS/MINOR WORK

Chapter 121

This application form applies to minor changes to a commercial building, such as painting building or changing colors, minor alterations, installation of a window or door, minor changes to accessory improvements, etc. **Illegible documents or incomplete submissions will be returned.**

APPLICATION FEE

- ☐ \$200 – Application is being submitted **PRIOR** to commencement of work.
- ☐ \$400 – Application is being submitted **AFTER** work has already commenced.

REQUIRED DOCUMENT CHECKLIST

- ☐ One original and 10 copies of this application in ink or type written in clear form.
- ☐ 11 **original** prints of property survey.
- ☐ 11 copies of photographs, renderings, and supporting materials.
- ☐ One sample of material, color chips, etc.

SIGN LIGHTING

Please submit 11 copies of photographs, renderings, and supporting materials specific to:

- ☐ Location of fixture(s).
- ☐ Cut sheets of fixture(s) with image/picture of fixture(s).
- ☐ Wattage & Kelvin details.
- ☐ Bulb type.

Property Address: _____

Suffolk County Tax Map Number: 301-_____

Business Name: _____

Property Owner or Applicant Contact Information:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Representative, if other than Property Owner or Applicant:

Name: _____

Address: _____

Phone Number: _____

Email: _____

PROVIDE A DETAILED LIST AND DESCRIBE ALL PROPOSED CHANGES OR BUILDING MODIFICATIONS. LIST SPECIFICATIONS FOR COLOR, MATERIALS, AND ANY SPECIFIC ARCHITECTURAL OR SITE DETAILS (attach additional sheets or construction protocol, if necessary):

[illegible]

THIS SECTION IS FOR OFFICIAL USE ONLY

Receipt Number: _____

Fee Received: _____

Application Disposition

Date of Approval: _____

Plans Approved:

Special Conditions:

Date of Denial: _____

Reason for Denial:

