

86 Main Street  
East Hampton NY 11937

JERRY LARSEN, Mayor



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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:** \_\_\_\_\_



**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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Disclosure of Interest Statement**

State of New York)

ss:

County of Suffolk)

\_\_\_\_\_, being by me duly sworn, disposes and says:

1. I am interested in an application for approval of a variance, special permit or subdivision approval from the Incorporated Village of East Hampton.
2. I reside at: \_\_\_\_\_
3. The nature of my interest in the aforesaid application is as follows: \_\_\_\_\_
4. If applicant or owner is a corporation, list officers:  
 President \_\_\_\_\_ Vice President \_\_\_\_\_  
 Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_
5. Do any of the following individuals have an interest, as defined below, in the owner or applicant:
  - a. Any officer or employee of New York State or
  - b. Any officer or employee of the Village of East Hampton, Town of East Hampton or County of Suffolk.

For the purpose of this disclosure, an officer or employee shall be deemed to have an interest in the owner or applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

- a. Is the applicant or owner, or
- b. Is an officer, director, partner, or employee of the applicant or owner, or
- c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or
- d. Is a party to an agreement with such an applicant or owner, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application.

( ) YES                      ( ) NO

If yes, state the name, address, nature and extent of the interest of such individual.

\_\_\_\_\_  
\_\_\_\_\_

A person who knowingly and intentionally fails or make such disclosure shall be guilty of a misdemeanor as provided for in General Municipal Law, Section 809.

\_\_\_\_\_  
**Signature of Owner**

If owner is a Corporation, indicate name of corporation and officer's title:

Name of Corporation: \_\_\_\_\_

Title of Officer: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
**Notary Public**

**Incorporated Village of East Hampton**  
**Design Review Board**

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

\_\_\_\_\_, being duly sworn, deposes and says he or she is the owner or an agent authorized by the owner of the property described above. That all statements made in this application are true to the best of his or her knowledge and belief, except as to matters herein stated to be alleged or information and belief and as to the matters he or she believes the same to be true. I hereby consent to inspection of the project site by Village employees and authorized Village representatives.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
If Corporation, name of corporation &  
Officers Title

Sworn to before me this \_\_\_\_\_ date of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

# Incorporated Village of East Hampton

OWNERS ENDORSEMENT  
TO BE COMPLETED BY THE PROPERTY OWNER IF APPLICATION IS SUBMITTED BY  
ANYONE OTHER THAN OWNER

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

\_\_\_\_\_, being duly sworn, deposes and says:

I \_\_\_\_\_

reside at \_\_\_\_\_

In the County of \_\_\_\_\_ and the State of

\_\_\_\_\_, And I am the (owner if fee) (officer of the

Corporation which is the owner in fee) of the premises described in the foregoing application and that I

have authorized \_\_\_\_\_ to make

the forgoing application as described herein. I hereby consent to inspection of the project site by Village employees and authorized Village representatives.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
IF CORPORATION – NAME OF CORPORATION

\_\_\_\_\_  
OFFICERS TITLE

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public