

Design Review Board
Incorporated Village of East Hampton
www.easthamptonvillage.org
DESIGN AND SITE PLAN APPLICATION
Chapter 121 of the Village Code

- Historic District
- Non-Residential Special Permit
- Limited Office District
- Commercial/Manufacturing

APPLICANT

OWNER (if different)

Name _____
Mailing Address _____

Telephone _____

Name _____
Mailing Address _____

Telephone _____

Letter of owner's authorization attached if application submitted by an agent

APPLICANT'S ATTORNEY OR AGENT

Name _____
Mailing Address _____

Telephone _____

ENCLOSURES

Fee \$750 plus .10 cents
per square foot of
proposed floor area and
all proposed improvements
to paved areas pursuant
Chapter 121

APPLICANT'S SURVEYOR/ENGINEER

Name _____
Mailing Address _____

Telephone _____

Preliminary building
plans and elevations
(11 copies)

Preliminary site plan
(11 copies)

APPLICANT'S ARCHITECT

Name _____

Mailing Address _____

Telephone _____

LOCATION OF PROPERTY

Street _____ Zoning District _____

Suffolk County Tax Map # Section _____ Block _____ Lot _____

PROJECT INFORMATION

1. Describe project briefly:

2. Is proposed action: ___ New ___ Expansion ___ Modification

3. Describe existing conditions:

4. Describe proposed conditions:

5. Anticipated construction time:

6. Will development be staged? ___ Yes ___ No

7. If multi-phased:
 - a. number of phases: _____
 - b. date of commencement: _____
 - c. final phase completion (approximate) _____
 - d. is first phase functionally dependent on subsequent phases? _____

8. Amount of land affected:
Initially _____ Ultimately _____
9. Will proposed action comply with existing zoning or other existing land use restrictions? Yes No If no, describe briefly:
10. What is present land use in vicinity of project?
 Residential Industrial Commercial
 Agricultural Park/Forest/Open Space
 Other (describe):
11. Does action involve a permit approval now or ultimately from any other agency? Yes No
If yes, list agency(s) and permit/approval:
12. Does any aspect of the action have a currently valid permit or approval?
 Yes No
13. As a result of proposed action will existing permit/approval require modification? Yes No

POLICIES

1. Has landscaping been planned to prevent the unnecessary destruction or blighting of the natural or cultural landscape or of the achieved man-made environment? Yes No
2. Do structures and open spaces relate harmoniously to the terrain and to existing buildings that have a visual relationship to the proposed development?
 Yes No
3. Have appropriate pedestrian and vehicular access, interior traffic circulation, loading facilities, servicing and parking been provided for? Yes
 No

4. Are parking areas located to the rear of the structure?
 Yes No
5. Are parking areas screened from adjoining properties and public view?
 Yes No
6. Are parking areas adequately drained? Yes No
7. If site is located adjacent to a dwelling or residential zone, has appropriate buffer landscaping and natural screening and fencing been provided?
 Yes No
8. Have large trees and the unique natural features of the site been preserved?
 Yes No
9. Has provision been made for the following:
 - a. surface water drainage? Yes No
 - b. sound buffers? Yes No
 - c. sight buffers? Yes No
 - d. preservation of views, light, air? Yes No
10. Does plan comply with sign and billboard control provisions? Yes
 No
11. If a store or stores, does the color relate to existing stores and to the environment? Yes No
12. Are exterior materials either clapboard, natural wood, shingles or brick, all with trim? Yes No

CHECKLIST
 for
 SITE PLAN APPLICATION

The following items are required for a complete application. Please check items satisfied or mark N/A if not applicable. All spaces should be marked.

Elements of Submission

- ___ Fee of \$750 plus .10 cents per square foot of proposed floor area and all proposed improvements to paved areas
- ___ 10 copies of all plans
- ___ up-to-date, guaranteed survey by licensed surveyor

Requirements of Drawings

SURVEY to show:

- ___ area 50 feet beyond property lines
- ___ north arrow
- ___ scale
- ___ parcel size
- ___ bearings and distances
- ___ relation of property to that adjoining
- ___ Suffolk County tax map number
- ___ date
- ___ licensed surveyor

Existing conditions

- ___ wetlands as flagged
- ___ wetlands code setback lines
- ___ area landscaped and/or fertilized within 125 feet of wetlands
- ___ buildings and structures
- ___ impervious surfaces
- ___ sanitary system
- ___ topographic information at 2 foot intervals
- ___ unique or unusual land forms
- ___ easements
- ___ deed restrictions
- ___ roads, driveways
- ___ right-of-ways
- ___ woodlands
- ___ agricultural lands
- ___ water bodies
- ___ unvegetated areas

- ___ flood plain boundaries and designations
- ___ coastal erosion boundary
- ___ utilities

Proposed conditions

- ___ landscaping
- ___ improvements
- ___ impervious surfaces
- ___ sanitary system
- ___ test hole information
- ___ depth to water table

NOTE: Preliminary floor plans and elevations may be schematic. Final plans must be detailed. Both preliminary and final plans are to show the following elements:

BUILDING PLANS to show:

- ___ scale
- ___ dimensions
- ___ height
- ___ square footage of improvements
- ___ materials
- ___ room use
- ___ gross floor area
- ___ clearly indicated existing/proposed conditions
- ___ percentage expansion of buildings
- ___ off-street parking
- ___ number of units
- ___ required setback line
- ___ date
- ___ preparer's signature

EXTERIOR ELEVATIONS to show:

- ___ all four sides of structures indicating the form and general treatment

SITE PLAN to show

Existing/proposed conditions for all elements

- ___ north arrow
- ___ scale; less than 2 acres, 1"=20'; more than 2 acres, 1"=40'
- ___ dimensions, orientation and size of each lot or plot to be developed, built upon or otherwise used
- ___ layout of the entire project and its relation to surrounding properties and their existing buildings
- ___ location and dimensions of present and proposed street and highway dedications required to handle the traffic generated by the proposed development and its proposed uses
- ___ location of points of entry and exit for motor vehicles and the internal vehicular circulation pattern, curb cuts
- ___ paved areas, location and layout including off-street parking and loading facilities
- ___ drainage facilities
- ___ parking
- ___ topography
- ___ screening - species and sizes
- ___ landscaping
- ___ construction - size, shape and location
- ___ indication of the proposed use of construction shown on the site
- ___ location of walls, fences and railings, indicating height and construction materials
- ___ exterior lights, indicating location, type of fixture, direction of light, and intensity of bulbs to enable review of possible hazards and disturbances to the public and adjacent properties
- ___ indication of other potential disturbances to the public and adjacent properties due to noise or odors to be emitted from the proposed development and its proposed use
- ___ description of all exterior construction materials with color samples

- _____ the location, size, illumination, design and manner of
 construction of exterior signs and outdoor advertising
- _____ sewage disposal systems
- _____ calculation of gross floor area of construction
- _____ coverage calculations
- _____ design flow calculation (SCDHS)

PLEASE ATTACH ANY ADDITIONAL INFORMATION YOU FEEL WILL
 HELP TO CLARIFY YOUR PROJECT

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

_____, being duly sworn, deposes
 and says he or she is the owner or agent 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 therein stated to be alleged on information and belief
 and as to the matters he or she believes the same to be true.

 Signature

Sworn to before me this

_____ day of _____, 20_____

 Notary Public