

Planning Board  
Incorporated Village of East Hampton  
www.easthamptonvillage.org  
SUBDIVISION APPLICATION  
Chapter 252 - Subdivision of Land  
Chapter 42 – Planning Board

\_\_\_\_\_ Subdivision Waiver  
\_\_\_\_\_ Subdivision  
\_\_\_\_\_ Lot Line Modification

APPLICANT

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

OWNER (if different)

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

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

APPLICANT'S ATTORNEY

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

APPLICANT'S SURVEYOR/ENGINEER

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

LOCATION OF PROPERTY

Street \_\_\_\_\_  
Zoning District \_\_\_\_\_  
Suffolk County Tax Map # \_\_\_\_\_  
Section \_\_\_\_\_  
Block \_\_\_\_\_  
Lot \_\_\_\_\_

ENCLOSURES

- \_\_\_ Fee \$1,000 plus \$750 for each new proposed lot
- \_\_\_ Fee \$2,000 lot line modification
- \_\_\_ 8 copies of up-to-date survey by licensed surveyor
- \_\_\_ 8 copies of proposal

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 phased? \_\_\_ 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 \_\_\_\_\_ acres      Ultimately \_\_\_\_\_ acres

9. Will proposed action comply with existing zoning or other existing land use restrictions:  Yes  No

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

14. Proposed number of lots \_\_\_\_\_

15. Easements or other restrictions on property, particularly right-of-way easements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Does applicant or predecessor in title own adjacent property?  Yes  No If yes, when did this parcel come into separate ownership?

The following questions address general planning concerns.

1. Do new lots have proper vehicular access?  Yes  No

2. Is adequate drainage provided for?  Yes  No

3. Are utilities readily available?  Yes  No
4. Are minor subdivision lots of a shape and configuration making them usable for building?  Yes  No
5. Does each lot have proper road frontage?  Yes  No
6. If minor subdivision, is each lot created so it does not exceed 150 percent of the lot area requirements of the zone in which it is located and may not be further subdivided?  Yes  No
7. Are lots created so that topography does not interfere with their use?  
 Yes  No
8. Is land divided so that it does not create traffic, safety or drainage problems?  
 Yes  No
9. Is division of land consistent with surrounding area?  Yes  No
10. Is land divided so that it does not interfere with future planning of community, particularly street layout?  Yes  No
11. Are mutual easements used in order to minimize driveway access on public roads?  Yes  No
12. Are boundaries created so that they do not attempt to circumvent the Planning Board rules and regulations?  Yes  No

### CHECKLIST FOR SUBMISSION

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 \$1,000 plus \$750 for each new proposed lot
- Fee \$2,000 lot line modification
- 8 copies of up-to-date survey by licensed surveyor
- 8 copies of proposal

Elements of drawings:

SURVEY to show

- \_\_\_ 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 systems
- \_\_\_ 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

PLAN to show

- \_\_\_\_\_ entire parcel in one ownership
- \_\_\_\_\_ proposed method of subdivision
- \_\_\_\_\_ existing road frontage in feet
- \_\_\_\_\_ road frontage for each proposed lot in feet
- \_\_\_\_\_ all existing structures and setbacks
- \_\_\_\_\_ cesspools and/or septic system
- \_\_\_\_\_ easements or other restrictions on property,  
        particularly right-of-way easements
- \_\_\_\_\_ unusual topographic features
- \_\_\_\_\_ vehicular access
- \_\_\_\_\_ drainage
- \_\_\_\_\_ utilities

Please attach any additional information that you feel will help to clarify your project.

Please refer to the following Sections of the Code for Specifications, Plans, and Design Criteria:

- Section 252-6 Specifications for preliminary layout
- Section 252-7 Specifications for final plat
- Section 252-8 Final road and drainage plans
- Section 252-9 Design criteria
- Section 252-10 Specifications

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

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

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Signature

Sworn to before me this

\_\_\_\_\_ date of \_\_\_\_\_, 20\_\_\_\_

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Notary Public

## FOR YOUR INFORMATION

### SUBDIVISION SUBJECT TO SUFFOLK COUNTY PLANNING COMMISSION REVIEW

NOTE: If this is required, three additional copies of the survey will be needed. The Suffolk County Planning Commission has imposed review fees for which it will bill you directly. The County requires additional information to be included on the survey so please call Village Hall for further details.

- I. All proposed subdivisions that wholly or partly lie within one mile of an airport.
- II. All proposed subdivisions that lie wholly or partly within 500 feet of:
  - a. village/town boundary
  - b. right-of-way of any existing or proposed county or state road or highway
  - c. existing or proposed boundary on any other county, state or federally owned land, held or to be held for governmental use
  - d. Atlantic Ocean, Georgica Pond, Hook Pond or estuary or any of foregoing bodies of water.
- III. All proposed subdivisions that lie wholly or partly within any area that has been designated a Suffolk County Pine Barrens Zone.
- IV. All proposed condominiums within the boundaries of the Village.