



**PLANNING BOARD APPLICATION for FILL, BERM OR TENNIS COURT ON RESIDENTIAL PROPERTY**



Planning Board Chairman, David Reilly  
Village of Westhampton Beach, 165 Mill Road, Westhampton Beach, New York 11978  
Phone (631) 288-2429 Fax (631) 288-4332 Email: [secretary@westhamptonbeach.org](mailto:secretary@westhamptonbeach.org)

**NOTICE:** This checklist is presented as a guide for the preparation of a COMPLETE PLANNING BOARD APPLICATION. You must include ALL of the documents and items required. If an item is not applicable, you must indicate the same next to the line on the checklist and each line must be initialed by the applicant.

***ALL Applications MUST BE submitted in COLLATED PACKETS in the order printed below on the checklist. Each packet must contain the required documentation. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.***

**APPLICATION CHECKLIST**

Name of Applicant \_\_\_\_\_

Property Address: \_\_\_\_\_, Westhampton Beach, New York 11978

Suffolk County Tax Map No.: 905- \_\_\_\_-\_\_\_\_-\_\_\_\_

\_\_\_\_\_ Application is hereby made for the placement of fill on the subject parcel as required by Chapter 197-27.B. of the Village Code.

\_\_\_\_\_ Application is hereby made for the placement of a berm on the subject parcel as required by Chapter 197-66.10.C. of the Village Code.

\_\_\_\_\_ Application is hereby made for the placement of a tennis court on the subject parcel as required by Chapter 197-63.P. of the Village Code.

\_\_\_\_\_ One (1) ORIGINAL and Eleven (11) Site Plans for the proposed FILL, TENNIS COURT, or BERM and must conform to the following minimum standard:

- A. The site plan shall be prepared at a scale of ONE INCH EQUALS 30 feet or larger, and shall be prepared on a standard size sheet which is a multiple of 8.5 inches by 11 inches up to a maximum of 22 inches by 34 inches.
- B. Property lines and related street, right-of-way and easement lines derived from the survey submitted shall be shown.
- C. Existing site topography shall be shown, including elevation contours at a maximum interval of one foot, with supplementary spot elevations where necessary to fully describe the site, and spot elevations at the centerline, bottom and top of the curb of adjacent streets in intervals of 25 feet or less shall also be provided. If a tennis court is proposed, the applicant shall have the surveyor establish the elevation of the lowest point of the existing grade on the property where the tennis court will be installed and the surveyor shall also establish the elevation of the top of the proposed finished tennis court surface as per Chapter 197-63.P(3) of the Village Code. Physical features on the property and immediately adjacent, including trees, standing water, curbs, walks paving and drainage structures with appropriate elevations shall be shown. Datum shall be Sea Level Datum of 1929.
- D. Test Hole Data shall be provided for each site. The Test Hole shall be located on the Site Plan. The Test Hole shall indicate the surface elevation at which the Test Hole was taken, the elevation of ground water and the material that was found.
- E. Proposed grading contours shall be shown, including spot elevations of critical points such as building corners, finished floors, elevators, catch basin inlets, top of curbs, walks, cover of sewage disposal systems components and specially graded portions of paving surfaces. Flow lines should indicate where water is to flow following site grading.
- F. Proposed locations of all buildings shall be shown, with dimensions and offsets from property lines.
- G. Design data and computations shall be shown or submitted on a separate sheet. Items to be included shall be parking requirements, and site drainage design.
- H. Proposed locations of all site improvements with detailed dimensions sufficient to allow accurate placement during construction shall be shown. Items to be included shall be a layout of parking spaces, traffic aisles, curbs, walks, patios, decks, buildings, drainage structures, trees, and other plantings. Types of materials for paving, drainage structures and curbs shall be shown.



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I. The location and composition of the sewage disposal system as finally approved for construction by the Suffolk County Department of Health Services shall be shown.

J. A landscaping plan shall be incorporated in the Site Plan (or shown separately) and shall show the location, size and type of all plantings to be installed and established on the site.

K. Drainage shall be provided as required by the physical characteristics of the site. Analysis shall be based on generally accepted engineering methods, such as the rational formula for storm water runoff, and other methods upon approval of the Village Engineer. In designing, leaching pools for storm water drainage, volume of storage shall be provided for the runoff from a two-inch rainfall.

L. Drainage calculations shall utilize a coefficient of 1.0 for roofs, parking areas, driveways and hard surfaces such as patios. In accordance with Section 70.13.A. the minimum acceptable coefficient for natural and landscaped surfaces in .3 for runoff.

M. Roof ridges shall be shown to determine the roof areas contributing to downspouts and drywells. Roof segments shall have separate calculations for each area / leaching pool subsystem. Downspouts and piping shall be adequate to handle anticipated loads.

N. Swimming pools shall be provided with separate backwash leaching pools.

O. Lot coverage, flood zone and required elevation, Coastal Erosion Hazard Area designation and Zoning District shall be shown on all surveys.



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I. Owner(s) of Record: (FULL NAME): \_\_\_\_\_

Property Location: \_\_\_\_\_, Westhampton Beach, New York 11978

Home Phone #: ( ) \_\_\_\_\_ Work Phone #: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone #: ( ) \_\_\_\_\_

Mailing Address of Owner(s): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

II. Applicant Name (If Applicable): \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Applicant Phone #: ( ) \_\_\_\_\_ Applicant Email: \_\_\_\_\_

**NOTE: If Applicant is not the Property Owner, the owner must sign the Annexed Owners Authorization.**

III. Agent / Attorney : \_\_\_\_\_

Agent / Attorney Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Business Phone #:( ) \_\_\_\_\_ Cell Phone #: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

***THE FOLLOWING QUESTIONS MUST BE FILLED OUT BY THE APPLICANT, AND CAN NOT BE LEFT BLANK, THIS IS USED FOR PURPOSES OF DETERMINING THE REQUIRED FEE AS PROVIDED FOR IN CHAPTER A200-1.A.(3) (b) OF THE VILLAGE CODE. If this is left blank, the application is deemed incomplete.***

1. Total area of site that will be covered by proposed fill: \_\_\_\_\_ SQUARE FEET  
\*If the total area of site disturbance is 40,000 square feet or larger, you MUST submit and file a NYS SWPPP Plan.

2. Total cubic yards of fill to be installed: \_\_\_\_\_ CUBIC YARDS.



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**OWNER AUTHORIZATION**

State of \_\_\_\_\_ )  
 ) ::  
County of \_\_\_\_\_ )

\_\_\_\_\_ being duly sworn, deposes and says:  
Owner Full Name

I reside at \_\_\_\_\_  
Owner Legal Address, Inclusive of Street, City, State, and Zip Code

I am the owner, or an officer of the Corporation which is the owner of:  
\_\_\_\_\_, Westhampton Beach, New York 11978.  
Street Address

which is the premise described in this application, and I hereby authorize

\_\_\_\_\_  
Agent / Attorney Full Name

whose mailing address is

\_\_\_\_\_  
Agent / Attorney Mailing Address inclusive of City, State and Zip Code

to make the foregoing application and to appear on my behalf before the Planning Board of the Village of Westhampton Beach with reference to this application. I hereby agree to allow my agent, whose name and address appears above, to act on my behalf, and I further agree to abide by any requirements imposed by the Planning Board as a condition of its approval.

\_\_\_\_\_  
Owner Signature (REQUIRED)

If Owner is a Corporation, indicate the name of Corporation and Officer(s) Title

\_\_\_\_\_  
Name of Corporation Title of Officer

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

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



**ENVIRONMENTAL ASSESSMENT FORM**

Planning Board Chairman, David Reilly

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**PART I: To Be Completed By The Applicant**

To be accompanied by a survey showing the location of a project or action, including elevations, if necessary. This form must be completed in its entirety. IF A QUESTION IS NOT APPLICABLE, PLEASE INDICATE SO.

The purpose of this Environmental Assessment Form is to provide information, which will assist the Village in determining whether the action you propose, may have a significant impact or effect on the environment. Answers to these questions will be considered as part of the application for approval and may be subject to further verification and Public review. Please complete the entire form leaving no blanks. IF A QUESTION IS NOT APPLICABLE, PLEASE INDICATE SO.

IF SUFFICIENT SPACE DOES NOT EXIST TO GIVE APPROPRIATE ANSWERS TO ANY OF THE QUESTIONS ON THIS FORM, PLEASE ATTACH A RIDER GIVING SUCH ANSWERS PROPERLY REFERENCED TO THE QUESTION AND PAGE NUMBER.

**VILLAGE REVIEWING AGENCY**

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_, Westhampton Beach, New York 11978

Suffolk County Tax Map No.: 905 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning District \_\_\_\_\_

Site Plan \_\_\_\_\_ Subdivision Waiver \_\_\_\_\_ Special Permit \_\_\_\_\_ Zoning Board of Appeals \_\_\_\_\_

**OWNER INFORMATION**

Owner(s) of Record [FULL NAME]: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**Attorney Information (If not applicable, please indicate the same)**

Attorney Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**Surveyor / Engineer**

Surveyor or Engineer Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_



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DESCRIPTION OF PROJECT (Briefly describe type or project or action) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Description (Physical Setting of Overall Project, both developed and undeveloped areas)

General Character of the Land \_\_\_\_\_ Generally Uniform Slope \_\_\_\_\_ Generally Uneven and rolling or irregular

Present Land Use \_\_\_\_\_ Urban \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_ Rural \_\_\_\_\_ Forest  
\_\_\_\_\_ Agriculture \_\_\_\_\_ Suburban \_\_\_\_\_ Other (describe) \_\_\_\_\_

Approximate Percentage of Project Area

	Present	After Completion
Meadow or Brushland	_____ %	_____ %
Forested	_____ %	_____ %
Agricultural	_____ %	_____ %
Water Surface	_____ %	_____ %
Wetland	_____ %	_____ %
Unvegetated (Rock, Earth, or Fill)	_____ %	_____ %
Roads, Buildings, Other paved surfaces	_____ %	_____ %
Other (indicate type)	_____	_____

What is the predominant soil type(s) on site  
\_\_\_\_\_

Approximate percentage of presently undeveloped project area with slopes  
\_\_\_\_\_ 15 % or greater \_\_\_\_\_ 10% - 15% or greater \_\_\_\_\_ 0% - 10% or greater

Is project located within a quarter mile of or contain:

A building or site listed on the National Register of Historic Places? \_\_\_\_\_ Yes \_\_\_\_\_ No

A building or site listed on the Statewide Inventory of Historic and Cultural Resources? \_\_\_\_\_ Yes \_\_\_\_\_ No

An Archeological Site or Fossil Bed? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is the depth to the water table? \_\_\_\_\_

Feet

Do hunting or fishing opportunities presently exist in the project area? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does project site contain any species of plant or animal life that is identified as Threatened or Endangered? \_\_\_\_\_ Yes \_\_\_\_\_ No



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Are there any unique or unusual landforms on this project site? (i.e. cliffs, dunes, other geological formations?)  Yes  No

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

Is the project site presently used by the Community or neighborhood as an open space or recreation area?  Yes  No

Does the present Site offer or include Scenic Views or Vistas known to the community?  Yes  No

Are there any streams within or contiguous to the project area?  Yes  No

Are there lakes, ponds or wetland areas within or contiguous to the project area?  Yes  No

If yes, Name \_\_\_\_\_ Size in Acres \_\_\_\_\_

What is the dominant Land Use and Zoning Classification within a 1/2 Mile radius of the project? (i.e. single family residential, R-2) and the scale of the development (i.e. two-story) \_\_\_\_\_

**PROJECT DESCRIPTION**

**PHYSICAL DIMENSIONS AND SCALE OF PROJECT**

Total contiguous acreage owned by the project sponsor \_\_\_\_\_ acres

Project area developed \_\_\_\_\_ Acres Initially \_\_\_\_\_ Acres Ultimately

Project acreage to remain undeveloped \_\_\_\_\_ Acres Length in miles \_\_\_\_\_ Miles

If project is an expansion of the existing structure(s), indicate the percent of expansion proposed

Building Square Footage \_\_\_\_\_ Developed Acreage \_\_\_\_\_

Number of off-street parking spaces existing \_\_\_\_\_ Number of off-street parking spaces proposed \_\_\_\_\_

Maximum Vehicular Trips Generated Per Hour \_\_\_\_\_ (Upon completion of the project)

If Residential, Number and Type of Housing Units

**One-Family**      **Two-Family**      **Multi-Family**      **Condominium**

Initial \_\_\_\_\_

Ultimate \_\_\_\_\_



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Orientation Neighborhood – Town Regional Estimated Employment

Commercial \_\_\_\_\_

Industrial \_\_\_\_\_

Total height of tallest proposed structure \_\_\_\_\_ Feet How many acres of land will be graded? \_\_\_\_\_ Acres

How much natural material (i.e. rock, earth, etc.) will be removed from the site? \_\_\_\_\_ Tons \_\_\_\_\_ Cubic Yards

Approximate Percentage of developed project area with slopes \_\_\_\_\_ 15% or Greater \_\_\_\_\_ 10% - 15% \_\_\_\_\_ 0% - 10%

How many acres of vegetation (trees, shrubs, ground covers) will be removed from the site? \_\_\_\_\_ Acres

Will any mature forest (over 100 years old) or other locally important vegetation be removed by this project? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any plans for vegetation to replace that removed during construction? \_\_\_\_\_ Yes \_\_\_\_\_ No

If single phase project: Anticipated date of commencement Month \_\_\_\_\_ Year \_\_\_\_\_

Approximate Completion date Month \_\_\_\_\_ Year \_\_\_\_\_

If multi-phased project: Total number of phases anticipated \_\_\_\_\_

Anticipated date of commencement Phase I (including demolition) Month \_\_\_\_\_ Year \_\_\_\_\_

Approximate completion date final phase Month \_\_\_\_\_ Year \_\_\_\_\_

Is Phase I financially dependent on subsequent Phases? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of jobs generated During Construction \_\_\_\_\_ After project completed \_\_\_\_\_

Number of jobs eliminated by this project \_\_\_\_\_

Will project require relocation of any projects or facilities \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain: \_\_\_\_\_

Acreage of freshwater or tidal wetlands affected by the project \_\_\_\_\_ Acres

Is surface or subsurface liquid waste disposal involved? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, indicate type of waste (sewage, industrial, etc.) \_\_\_\_\_

If surface disposal, name of stream into which effluent will be discharged \_\_\_\_\_

If yes, indicate type of waste (sewage, industrial, etc.) \_\_\_\_\_





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If yes, indicate type of waste (sewage, industrial, etc.) \_\_\_\_\_

If surface disposal, name of stream into which effluent will be discharged \_\_\_\_\_

Will surface area of existing lakes, ponds, streams, bays or other surface waterways be increased or decreased by disposal?

\_\_\_\_ Yes      \_\_\_\_ No

Is the project or any portion of the project located within the 100 Year Flood Plain?      \_\_\_\_ Yes      \_\_\_\_ No

Does the project involve disposal of solid waste?      \_\_\_\_ Yes      \_\_\_\_ No

If yes, will an existing solid waste disposal facility be used?      \_\_\_\_ Yes      \_\_\_\_ No

If yes, give name \_\_\_\_\_ Location \_\_\_\_\_

Will any wastes not go in to sewage disposal system or in to a sanitary landfill?      \_\_\_\_ Yes      \_\_\_\_ No

Will project use herbicides or pesticides?      \_\_\_\_ Yes      \_\_\_\_ No

Will project routinely produce odors (more than one hour per day?)      \_\_\_\_ Yes      \_\_\_\_ No

Will project cause a continuing increase in noise levels on completion?      \_\_\_\_ Yes      \_\_\_\_ No

Will project cause an increase in energy use?      \_\_\_\_ Yes      \_\_\_\_ No

If water supply is from wells, indicate pumping capacity \_\_\_\_\_ gallons per minute

Total anticipated water usage per day \_\_\_\_\_ gallons per day

Zoning:      Current Specific Zoning Classification of Site : \_\_\_\_\_

Is proposed use consistent with present Zoning?      \_\_\_\_ Yes      \_\_\_\_ No

If no, indicate desired Zoning \_\_\_\_\_

Approvals:      Is any Federal Permit required?      \_\_\_\_ Yes      \_\_\_\_ No

Does project involve State or Federal funding or financing?      \_\_\_\_ Yes      \_\_\_\_ No



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**Local and Regional Approvals**

	Approval	Type of Approval Require	Submittal Date	Approval Date
Village Board of Trustees	___ Yes ___ No	_____	_____	_____
Village Planning Board	___ Yes ___ No	_____	_____	_____
Village Zoning Board	___ Yes ___ No	_____	_____	_____
Suffolk County Board of Health	___ Yes ___ No	_____	_____	_____
Other Suffolk County Agencies	___ Yes ___ No	_____	_____	_____
State DEC	___ Yes ___ No	_____	_____	_____
Federal Agencies	___ Yes ___ No	_____	_____	_____

INFORMATION DETAILS: Attach any additional information as may be needed to clarify your project. If there are or may be any adverse impacts associated with the proposal, please discuss such impacts and the measures, which can be taken to mitigate or avoid them.

PREPARERS NAME: \_\_\_\_\_ REPRESENTING: \_\_\_\_\_

PREPARERS SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_