



PLANNING BOARD

55 MAIN STREET, POST OFFICE BOX 660
SAG HARBOR, NEW YORK 11963
631-725-0224

PLANNING BOARD PROCEDURE

All new applications must be filed by 12:00 pm on the day of the deadline. Meeting and deadline dates are available on the Sag Harbor Village website, in person from the Building Department or by calling the Building Department at (631) 725-0224.

All applications are scheduled for a pre-submission conference prior to a public hearing. Pre-submission conferences will take place during the Board's work session.

The minimum requirements to be scheduled for a pre-submission conference are:

- A completed and notarized Planning Board application
- A completed and notarized disclosure affidavit
- A completed and notarized letter of authorization (if presented by an agent)
- A completed and notarized consent for inspection of property
- A completed Coastal Assessment Form

Applications must be complete prior to being placed on the agenda. If an incomplete or incorrect application is submitted, the Building Department will notify you in writing. When the application has been made complete or corrected, it will be scheduled for the next work session whose deadline has not passed.

The required site plan elements are described in section 300-14.4 of the Sag Harbor Village Code. A copy of this section is included in the application packet.

Agendas are available on the Village website or from the Building Department. Applicants should review the agenda one week prior to the meeting and contact the Building Department if they have any questions.

The applicant must provide one (1) original and eleven (11) copies of the complete application. Please mark the original documents as such. The applicant is responsible for assembling the copies into eleven separate packets. The Building Department will not make copies, fold plans or assemble packets.

All continued applications will be placed on the agenda for the next meeting unless the secretary receives a written request to be adjourned to the next month's meeting or the application is being withdrawn. The applicant should request an adjournment in writing at least one day in advance of the meeting if they will not be appearing.

The final meeting agendas and packets will be distributed or made available to board members four (4) days prior to a meeting.

Any change in the agenda or conduct of the meeting (e.g. applicant called and will not attend; member called and will not attend; Suffolk County Planning Commission report has not yet been received) will be reviewed at the beginning of each meeting.

In addition to the required application fee, the Planning Board may require the payment of out-of-pocket expenses incurred by the Village in studies and/or by retainer of expert advisors related to the hearing, review and determination of an application. To collect such additional fee, the board will provide the applicant with written notice of its intent to conduct such studies/and or retain expert advisors.

SITE PLAN PRE-SUBMISSION APPLICATION FEE IS \$1,500.00

ESCROW FEE IS: \$1,000.00 FOR RESIDENTIAL ZONE
\$5,000.00 FOR COMMERCIAL ZONE

DATED: 05/25

ALL CORRESPONDENCE SUBSEQUENT TO THIS APPLICATION SHALL BE MADE
AS ONE ORIGINAL AND ELEVEN COPIES



PLANNING BOARD
55 MAIN STREET, POST OFFICE BOX 660
SAG HARBOR, NEW YORK 11963
631-725-0224

☐ Preliminary application

☐ Final application

Date: _____ Date: _____
(CHECK APPROPRIATE BOX)

Suffolk County Tax Map Number:

____ -- ____ -- ____ --
DISTRICT SECTION BLOCK LOT

Name of proposed development: _____

APPLICANT	PLANS PREPARED BY
NAME	NAME
MAILING ADDRESS	MAILING ADDRESS
TELEPHONE	TELEPHONE

OWNER (if different than applicant)	OWNER (if more than two, attach information for each)
NAME	NAME
MAILING ADDRESS	MAILING ADDRESS
TELEPHONE	TELEPHONE

Ownership intentions, i.e. purchase options:

Location of site:

Current zoning classification:

☐ R-20 Single Family ☐ VB Village Business ☐ WF Waterfront ☐ MA Marine District ☐ OD Office District

State and Federal permits required:

TYPE	DEPARTMENT
1. _____	_____
2. _____	_____
3. _____	_____

[illegible]

Anticipated construction time: _____

Other proposed structures.

Signed: _____
APPLICANT'S SIGNATURE

VILLAGE OF SAG HARBOR



PLANNING BOARD

55 Main St., PO Box 660
Sag Harbor, N.Y. 11963-0015
Tel: 631-725-0224 Fax: 631-725-4852

RESOLUTION SETTING PROCEDURE FOR PLANNING BOARD

WHEREAS, the Village of Sag Harbor Planning Board has considered the following policies and desires to adopt said policies as additional rules of procedure; and now therefore be it **RESOLVED**, that the Planning Board hereby adopts the following rules of procedure:

1. All revised surveys and plans must have the most recent revision date indicated on the survey and must be submitted to the Building Department at least eight days prior to the board meeting.
2. All photographs, aerials, charts and written submissions must include the application name, tax map number, and a brief description of the item submitted and must be submitted at least eight days prior to the Board meeting.
3. Applicants shall have a maximum of ten minutes to make their initial presentation of their application to the Board (exclusive of answering Board questions). If the applicant requires additional time, the Board at its discretion can allow additional time and/or require the applicant to submit the remainder of the applicant's testimony in writing.
4. Members of the public shall have a maximum of three minutes to provide comments regarding applications at public hearings (exclusive of answering Board questions). Should a speaker require additional time, comments can be submitted in writing to the Board.
5. In order to comply with noticing requirement deadlines set by the local newspaper, Pre-submission conference hearings may be scheduled by building department or planning staff internally, without a resolution of this Board pursuant to the standards set forth in Village Code §300-14.5.

Date of Adoption: October 22, 2024

Motion Made By: Susan Hewitt

Motion Seconded By: Grainne Coen

All in Favor

VILLAGE OF SAG HARBOR



Planning Board
Site Plan Application
Standards/Checklist

Village of Sag Harbor Zoning Code Article XIV: Planning Board outlines the Site Plan Review procedure and required materials. The purpose of this checklist is to provide an overview of the site plan application process and the materials required for each step. Applicants should also refer to the relevant Code section referenced in this checklist for more information. This checklist will be used to determine completeness and applicants are urged to use as a guide to avoid delays in review. Applications will not be placed on the Planning Board agenda until the application is deemed complete.

ACTIONS REQUIRING SITE PLAN APPROVAL

The following table outlines the actions that are subject to Site Plan Review by the Planning Board within the Village of Sag Harbor.

	Site Plan Review (Section 300-14.3)
1.	Any application for a building permit for any use, building or structure.
2.	Any change of use from a use described in the Table of Uses to another use on the Table or to any other use and any enlargement of an existing use, with some exceptions. The following actions are not subject to Site Plan Review: • Change of use from one permitted use to another permitted use where the use is 3,000 sf or less. • The change of use does not include any common use or occupancy or combination or consolidation of adjacent or nearby space so as to total in excess of 3,000 sf. • The change of use does not have a parking space requirement greater than the parking requirement for the existing use. Parking space requirements based on type of land use can be found in Zoning Code Section 300-9.6. • The change of use does not include an increased number of gallons per day of sewage flow rate as set forth on the Suffolk County Department of Health Service Standards for Approval of Plans and Construction for Sewage Disposal Systems for Other Than Single-Family Residences.
3.	Site Plan Review is not required for single-family and two-family dwellings, but it is required for apartments.

SITE PLAN APPLICATION PROCEDURE

All application materials must be submitted to the Building Department for review by the Village Environmental Planning Consultant Nelson, Pope & Voorhis (NP&V). NP&V will review the application materials to determine whether the application is complete for the purpose of consideration by the Planning Board. NP&V will advise the Planning Board Chair on the status of the application and recommend when the application may be placed on the Planning Board calendar. Once this occurs, the Secretary to the Planning Board will advise the applicant of the date of the Planning Board meeting. The applicant or a representative should be present at the meeting to discuss the application and receive further input regarding procedure. If additional materials are required, any subsequent submissions to the Planning Board must be provided to the Building Department at least two weeks prior to the Planning Board meeting to be considered at the meeting.

If the applicant wishes to receive an adjournment until the following Planning Board meeting, the applicant (or agent for the applicant) shall notify the Planning Board in writing at least one week prior to the meeting. If one weeks' notice is not provided, then the application will be discussed at the originally scheduled meeting.

The following table outlines the Village of Sag Harbor approval process for Site Plans. Additional information is located in Section 300-14.5.

	Site Plan Application Procedure (Section 300-14.5)
1.	Pre-submission Conference/Work Session: Prior to submission of a site plan application, the applicant or his agent shall meet with the Planning Board at a work session. The purpose of the work session shall be to discuss proposed uses or development and to determine which of the site plan elements shall be submitted to the Planning Board in order for the Board to determine conformity with the provisions and intent of this chapter. Any pre-submission conference shall include an evaluation of fees to be paid under § 300-14.4B(2). Within 6 months following the pre-submission conference, nine copies of the Site Plan and any related material shall be submitted to the Planning Board. If the 6 month deadline is not met, the applicant will need to have another pre-submission conference.
2.	Formal Submission: The complete site plan application shall be submitted to the Building Inspector, who will determine whether the application is complete for review by the Planning Board. The Planning Board, upon letter application, may waive any of the site plan elements set forth in Section 300-14.4C(1) to (4).
3.	If the Planning Board determines further information is required, the Planning Board shall promptly notify the applicant and advise how the application is deficient.
4.	Referrals: If the Planning Board determines the application is complete, it shall transmit the application and/or solicit comments and review from the Fire Marshal, the Fire Department and the ambulance corps with jurisdiction, the Board of Historic Preservation and Architectural Review (BHPAR), the Harbor Committee or other municipal or county agency or district with jurisdiction or potentially affected by the proposed development.
5.	Public Hearing: If the Planning Board determines that a public hearing is necessary, it shall schedule and hold the hearing within 62 days of determining the application is complete. In determining whether or not to hold a public hearing, the Planning Board shall consider the degree of public interest

	Site Plan Application Procedure (Section 300-14.5)
	in the application and the extent to which a public hearing can aid the decision-making process by providing a mechanism for collection of relevant data.
6.	Notice of Public Hearing: If a public hearing is scheduled, notice of the hearing shall be given to the applicant and be made by publication at least 10 days prior to such hearing in the official newspaper of the Village. In addition to such notice, the applicant shall mail a copy of the public notice by certified mail, return receipt requested, at least 10 days prior to the date of the hearing to all owners of property which lies adjacent and/or directly opposite (by extension of lot lines through any street) to that owned by the applicant as determined by their appearance on the last completed assessment roll of the Village and shall file proof of that mailing with the Secretary to the Planning Board not less than five days before the hearing.
7.	Decision: Within 62 days of conclusion of the public hearing or, if none was held, within 62 days of determining the application is complete, the Planning Board shall determine whether the site plan application complies with the purposes and specifications of the Zoning Code and shall so inform the Building Inspector and Village Clerk and the applicant, in writing, of its approval, approval with modifications, or disapproval. This sixty-two-day period may be extended by the Planning Board upon the written consent of the applicant.
8.	SEQRA: No application shall be deemed complete until any review process required pursuant to the State Environmental Quality Review Act (SEQRA) has been completed or if a positive declaration is made. Village Code Chapter 125 outlines the environmental review process.
9.	Site Plan Approval Expiration: An approved site plan shall be valid for a period of two years from the date of approval. All work proposed on the plan shall be complete within two years from the date of approval unless a longer period was approved or the applicant obtains an extension from the Planning Board.
10.	No excavation, demolition, filling, regrading, clearing, tree removal or any other work in preparation of future use of a site may take place until site plan approval and express written permission has been received from the Planning Board.
11.	A statement shall be placed on all site plans approved by the Planning Board to the effect that the owner agrees to comply with the plan and all conditions noted thereon. The owner or a bona fide agent responsible for completion of the work shall be required to sign such statement and provide such guaranty in an amount determined by the Planning Board before any approved plans will be released by the Planning Board. In the event that the site plan is not signed by the owner or his agent within 90 days of the date of the resolution of the Planning Board approving the plan, the resolution shall be deemed null and void. The Planning Board may extend the ninety-day period as circumstances require.
12.	To obtain a building permit, an applicant shall submit an undertaking secured by cash or other surety acceptable to the Village Board of Trustees to guarantee performance of required improvements. No certificate of occupancy shall be issued, nor any undertaking released, until all requirements of site plan approval, including construction of improvements, are completed in a manner satisfactory to the Planning Board.
13.	Where a site plan application also requires approval for a special exception use, any building permit which is issued shall be in accordance with both the conditions established for the special exception use as well as for the site plan. Where both special exception use and site plan approval are required, each application may be processed concurrently, excepting as may be required by SEQRA.

MATERIALS REQUIRED FOR A PRE-SUBMISSION CONFERENCE

The following materials are the minimum requirements in order for a project to be scheduled for a pre-submission conference.

	Pre-submission Conference Required Materials
1.	Completed and notarized Planning Board application.
2.	Completed and notarized disclosure affidavit.
3.	Completed and notarized letter of authorization (if presented by an agent).
4.	Completed and notarized consent for inspection of property.
5.	Completed Coastal Assessment Form.

MATERIALS REQUIRED FOR A COMPLETE SITE PLAN APPLICATION

In order for an Application to be deemed complete and placed on the Planning Board Agenda, the items outlined in the following table are required to be submitted.

	Site Plan Application Materials (Section 300-14.4A)	Yes	No	N/A
1.	Completed Site Plan Application Form.	☐	☐	☐
2.	Site Plan Review fee as required by Section 300-14.4B	☐	☐	☐
3a.	Environmental Assessment Form. See Village Code Chapter 125 for additional information. Utilize the New York State Department of Environmental Conservation EAF Mapper tool to generate base form and then complete site and project details (http://www.dec.ny.gov/eafmapper/). If you are unsure about whether to use the Short or Full Form, make an inquiry at the Building Department.	☐	☐	☐
3b.	Completed Coastal Assessment Form.			
4.	Site Plan. Specific requirements outlined below.	☐	☐	☐
5.	If additional lighting or a change in lighting is proposed, a plan showing existing lighting and proposed exterior lighting that is depicted on the Site Plan shall be submitted. Details regarding the lighting plans, if required, are outlined in Code Section 300-14.4A(5).	☐	☐	☐
6.	If surveillance cameras are proposed or existing cameras are altered, a plan indicating the location of both existing and proposed surveillance cameras shall be submitted. Details regarding the surveillance cameras, if required, are outlined in Code Section 300-14.4A(6).	☐	☐	☐

REQUIRED SITE PLAN ELEMENTS

Completed Site Plans will consist of the following elements outlined in the tables below.

	Site Plan General Requirements (Section 300-14.4C)	Yes	No	N/A
1.	Prepared by a licensed architect, landscape architect, civil engineer or surveyor.	☐	☐	☐
2.	Minimum scale of one-inch equals 40 feet or one inch equals 20 feet.	☐	☐	☐

	Site Plan Legal Data (Section 300-14.4C(1))	Yes	No	N/A
1.	Name and address of the owner on record.	☐	☐	☐
2.	Name and address of the person, firm or organization preparing the map, sealed with the applicable NYS license seal and signature.	☐	☐	☐
3.	Date prepared and revision dates.	☐	☐	☐
4.	North arrow.	☐	☐	☐
5.	Written and graphic scale.	☐	☐	☐
6.	Suffolk County Tax Map district, section, block, and lot numbers.	☐	☐	☐
7.	Property description shall be prepared by a licensed surveyor or civil engineer. The site plan may reference a land surveyor's map or base reference map.	☐	☐	☐
8.	Locations, names, and existing widths of adjacent streets and curblines.	☐	☐	☐
9.	Location and owners of all adjoining lands, as shown on the most recent tax records.	☐	☐	☐
10.	Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use.	☐	☐	☐
11.	Outline of existing easements, filed map restrictions, deed restrictions or covenants and a copy of each attached to the application.	☐	☐	☐
12.	Existing Zoning.	☐	☐	☐

	Site Plan Natural Features (Section 300-14.4C(2))	Yes	No	N/A
1.	Existing contours with intervals of two feet or less referred to NGVD datum. Spot elevations may be required by the Planning Board.	☐	☐	☐
2.	Approximate boundaries of any areas subject to flooding or stormwater overflow, including wetlands.	☐	☐	☐
3.	The location of existing natural features.	☐	☐	☐

	Site Plan Natural Features (Section 300-14.4C(2))	Yes	No	N/A
4.	The location of any existing cultural features.	☐	☐	☐
5.	The location of any Federal Emergency Management Agency floodplain boundary lines and required base flood elevations, including freeboard requirements, where applicable.	☐	☐	☐

	Site Plan Existing Structures and Utilities (Section 300-14.4C(3))	Yes	No	N/A
1.	Outlines of all structures and location of all uses not requiring structures.	☐	☐	☐
2.	Paved areas, including parking areas, sidewalks and vehicular access between the site and public streets.	☐	☐	☐
3.	Locations, dimensions, grades and flow direction of any existing culverts or waterlines, as well as other underground and aboveground utilities within and adjacent to the property.	☐	☐	☐
4.	Other existing development, including fences, landscaping and screening.	☐	☐	☐
5.	The location and use of all buildings and structures within 200 feet of the boundary of the subject property.	☐	☐	☐

	Site Plan Proposed Development (Section 300-14.4C(4))	Yes	No	N/A
1.	The location of proposed buildings or structural improvements.	☐	☐	☐
2.	Setbacks from all property lines to proposed structures and horizontal distances from existing structures.	☐	☐	☐
3.	The location and design of all uses not requiring structures, such as off-street parking areas and pedestrian circulation.	☐	☐	☐
4.	Parking calculations.	☐	☐	☐
5.	The location, direction, power and time of use for any proposed outdoor lighting or public-address systems. and Consideration of existing street lighting.	☐ ☐	☐ ☐	☐ ☐
6.	The location and plans for any outdoor signs which must be in accordance with applicable sign regulations.	☐	☐	☐
7.	Grading and drainage plans based on a two-inch rainstorm.	☐	☐	☐
8.	Drainage calculations.	☐	☐	☐
9.	Contours and spot grade elevations.	☐	☐	☐
10.	Test hole data, as necessary.	☐	☐	☐

	Site Plan Proposed Development (Section 300-14.4C(4))	Yes	No	N/A
11.	Landscaping, buffering and street tree plans, including material, size, quantity and location. A list of plantings shall also be shown.	☐	☐	☐
12.	Location of water and sewer mains, electrical service and cable installation, water valves and hydrants, and means of water supply and sewages disposal and treatment.	☐	☐	☐
13.	Storage areas for vehicles, materials, supplies and equipment must be located in a side or rear yard in compliance with this chapter. Those areas must be adequately fenced and screened.	☐	☐	☐
14.	If this site plan is for a first stage of development, a supplementary plan shall indicate the ultimate development.	☐	☐	☐

WAIVER OF REQUIREMENTS

The Planning Board may waive the strict application of the submission requirements set forth hereinabove in the following instances.

	Waiver of Requirements (Section 300-14.6)
1.	The Planning Board may waive the strict application of the submission requirements set forth hereinabove in the following instances: • Where the application involves minor additions or renovations, including structural repair or replacement occasioned by accidental damage, long-term deterioration or compliance with the requirements of health, safety or fire regulations, provided that none of the foregoing involve a change of use or an expansion of floor area devoted to the primary use of the premises. • Change of use that does not increase the floor area. • Change of use that does not have a parking requirement greater than the parking requirement for the current use. • Change of use that does not result in different, increased, new or additional Health Department requirements. • However, if the change of use is not listed and a permitted or special exception use in the Table of Uses, a full site plan review is required.
2.	In the case of a waiver, the Planning Board shall be empowered to require such information from the applicant as it deems necessary to ensure that the spirit and intent of site plan review is carried out.
3.	Where the Planning Board has elected to waive full site review as provided herein, no public hearing shall be required; however, the decision to waive shall be by formal resolution at a regular public meeting of the Planning Board.



BUILDING DEPARTMENT

55 Main St., PO Box 660
Sag Harbor, N.Y. 11963-0015
Tel: 631-725-0224 Fax: 631-725-4852

OWNER'S AUTHORIZATION

The undersigned are the sole owners of the premises located at:

_____, Sag Harbor, New York.

SCTM: # _____ and hereby authorize
_____ to apply for and obtain:

Check as applicable:

- (a) Building Permit ()
- (b) Certificate of Occupancy ()
- (c) Zoning Variance ()
- (d) Subdivision Approval ()
- (e) Certificate of Appropriateness
- (f) Other _____ (Describe)

The undersigned hereby hold harmless and indemnify the Village of Sag Harbor, including its agencies, officials and employees, against any claim, cost or expense, including attorney's fees, by reason of their reliance upon this authorization.

Dated: _____ Sign Here: _____
Print Name: _____

Sign Here: _____
Print Name: _____

On the _____ day of _____, 20__ before me, the undersigned personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on this instrument, the individual(s) acted, executed the instrument.

Signature of Notary

2. (a) the landowner's name and address are:

(b) The shareholders, partners or members of the landowner corporation, partnership or limited company are (if applicable)

(1) _____ (3) _____
(2) _____ (4) _____

3. (a) the contract vendee's name and address are (if applicable):

(b) The shareholders, partners or members of the contract vendee corporation, partnership or limited company are (if applicable):

(1) _____ (3) _____
(2) _____ (4) _____

4. Does any officer or employee of the Village of Sag Harbor have an interest in the applicant or in the landowner or in the contract vendee?

_____ Yes _____ No

If yes, state the name and residence of such officer or employee and the nature and extent of such interest.

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

(a) is the applicant or landowner or contract vendee, or

(b) is an officer, director, partner, member or employee of the applicant or landowner or contract vendee, or

(c) legally or beneficially owns or controls stock of a corporate applicant or landowner or contract vendee, or is a partner or member of a partnership or limited liability company applicant or landowner or contract vendee; or

(d) is a party to an agreement with such an applicant or landowner or contract vendee, 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.

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

5. Does any officer or employee of the Town of Southampton and/or East Hampton, County of Suffolk or State of New York have an interest in the applicant or in the landowner or in the contract vendee?

_____ Yes _____ No

If yes, state the name and residence of such officer or employee, the name of such governmental entity (Town, County, and State) and the nature and extent of such interest. _____

For the purpose of this disclosure, an officer or employee of the Town of Southampton and/or East Hampton shall be deemed to have an interest in the applicant or in the landowner or in the contract vendee when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

(a) is the applicant or landowner or contract vendee; or

(b) is an officer, director, partner, member or employee of the applicant or landowner or contract vendee; or

(c) legally or beneficially owns or controls stock of a corporate partnership or limited liability company applicant or landowner or contract vendee; or

(d) Is a party to an agreement with such an applicant or landowner or contract vendee expresses or implied, whereby he may receive any contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided in General Municipal Law §809

Applicants Signature

State of New York)

) ss:

County of _____)

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Notary Public)



INC. VILLAGE OF SAG HARBOR

55 MAIN ST. • PO BOX 660

SAG HARBOR, NY 11963

P: (631) 725-0222 • F: (631) 725-0316

AUTHORIZATION AND CONSENT FOR INSPECTION OF PROPERTY

By signing this permission form for submission with an application for a permit(s) to the Incorporated Village of Sag Harbor, the signer consents to inspection by Village Board Members, staff, and/or consultants of the project site or facility for which a permit is sought. This consent allows Village Board Members, staff, and/or consultants to enter upon and pass through such property in order to inspect the project site or facility without prior notice.

Inspections may take place as part of the application review prior to a decision to grant or deny the permit(s) sought. By signing this consent form, the signer agrees that this consent remains in effect as long as the application is pending, and is effective regardless of whether the signer, applicant or an agent is present at the time of the inspection. In the event that the project site or facility is posted with any form of "posted" or "keep out" notices, or fenced in with an unlocked gate, this permission form authorizes Village Board Members, staff, and/or consultants to disregard such notices or unlocked gates at the time of inspection.

The signer further agrees that during an inspection, Village Board Members, staff, and/or consultants may, among other things, take measurements, may analyze physical characteristics of the site including, but not limited to, soils and vegetation (taking samples for analysis), and may make drawings and take photographs.

Failure to grant consent for an inspection is grounds for, and may result in, denial of the permit(s) sought by the application.

Permission is granted for inspection of property located at the following address(es):

By signing this form, I affirm that I am authorized to give consent to entry by Village Board Members, staff, and/or consultants as described above.

Print Name & Title	Signature	Date
--------------------	-----------	------



INC. VILLAGE OF SAG HARBOR
55 MAIN ST. • PO BOX 660
SAG HARBOR, NY 11963
(631) 725-0222

COASTAL ASSESSMENT FORM
CHAPTER 275: WATERFRONT CONSISTENCY REVIEW

NAME OF PROPOSED ACTION:

SUFFOLK COUNTY TAX MAP NUMBER(S):

STREET ADDRESS OF PROPOSED ACTION:

INSTRUCTIONS

1. Applicants—or in the case of direct actions, Village agencies—shall complete this Coastal Assessment Form (CAF) for proposed actions which are subject to Chapter 275 of the Village Code, entitled Waterfront Consistency Review. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency.
2. Before answering the questions in Section C, the preparer of this form should review the policies contained within the Local Waterfront Revitalization Program (LWRP) and their explanations. A copy of the LWRP is on file in the Village Clerk's office and on the Village's website. A proposed action should be evaluated as to whether it will have any significant beneficial and adverse effects upon the coastal area.
3. If any question in Section C of this form is answered "YES," then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in Chapter 275, Waterfront Consistency Review of the Village Code (the "Waterfront Consistency Review Law"). Thus, the action should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

A. CONTACT INFORMATION *(Please print or type answers)*

Applicant: _____

Mailing Address: _____

Telephone Number: () _____

Owner *(if not the applicant)*: _____

Mailing Address: _____

Telephone Number: () _____

Attorney *(if applicable)*: _____

Mailing Address: _____

Telephone Number: () _____

INCORPORATED VILLAGE OF SAG HARBOR
COASTAL ASSESSMENT FORM

B. DESCRIPTION OF PROPOSED ACTION AND PROJECT SITE

1. Type of Village Agency Action (*check appropriate response*):

- ☐ Directly undertaken (e.g., capital construction, planning activity, agency regulation, land transaction).
☐ Financial assistance (e.g., grant, loan, subsidy).
☐ Permit, approval, license, certification.

2. If an application for the proposed action has been filed with another agency, provide the Application Number; the Approval/Filing Date; and the Contact Person. Please be sure that all approvals are consistent with the action seeking approval from the Village of Sag Harbor.

(a) NYS Dept. of Environmental Conservation _____

(b) NYS Dept. of State _____

(c) US Army Corps of Engineers _____

(d) Southampton Town Trustees _____

(e) Other _____

(f) *Please provide copies of all approvals and approved/submitted plans with this Coastal Assessment Form. Any documents that are attached should be indicated in Section E.*

3. To your knowledge, has this project site every been granted approval by any Village Agency for any other project? ☐ Yes ☐ No ☐ Not Applicable

(a) *If "Yes," please indicate the agency, type of approval, date of approval and name of previous applicant/owner in Section E or on a separate sheet. If "Not Applicable," please indicate why in Section E or on a separate sheet.*

4. Describe Nature and Extent of Proposed Action (indicate any proposed structures, including sanitary systems, drywells, swimming pools, patios, driveways, decks, etc.):

5. Location of Proposed Action: _____

6. Total Size of Project Site

(a) Acres: _____

(b) Square Feet: _____

INCORPORATED VILLAGE OF SAG HARBOR
COASTAL ASSESSMENT FORM

7. Land Use:
(a) Existing: _____
(b) Proposed: _____
8. Existing Zoning District: _____
9. FEMA Flood Zone: _____
10. Describe any unique or unusual landforms on or around the project site (e.g., bluffs, dunes, swales, ground depressions, other geological formations):
11. Approximate Depth to Groundwater: _____ ft.
12. Percentage of site which contains slopes of 15% or greater: _____ %
13. If there are any wetlands or bodies of water (e.g., stream, lake, pond, bay, harbor, etc.) located contiguous with, adjacent to, or entirely within the project site, please indicate the following:
(a) Name of Water Body (if applicable): _____
(b) Area of Wetlands or Water on Project Site: _____ sq. ft.
14. How much natural vegetation, if any, will be removed from the project site? _____ sq. ft.

C. COASTAL ASSESSMENT

INSTRUCTIONS FOR COASTAL ASSESSMENT

If the answer to any questions within this Section C is "YES," please provide either further explanation in Section D or attach a separate sheet with the explanation. If a separate sheet is attached, please indicate this in Section D. The question number should be referenced within each explanation that is provided—e.g., Question 1(a).

Please note that answering "NO" to every question will not exclude the proposed action from the Waterfront Consistency Review Process.

- | | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| 1. Will the proposed action be located in, or contiguous to, or have a potential <u>adverse effect</u> upon any of the resource areas identified on the coastal map: | | |
| (a) Significant fish or wildlife habitats? | _____ | _____ |
| (b) Scenic resources of local or statewide significance? | _____ | _____ |
| (c) Natural protective features in an erosion hazard area? | _____ | _____ |

INCORPORATED VILLAGE OF SAG HARBOR
COASTAL ASSESSMENT FORM

	<u>YES</u>	<u>NO</u>
2. Will the proposed action have a significant effect upon:		
(a) Commercial or recreational use of fish and wildlife resources?	_____	_____
(b) Scenic quality of the coastal environment?	_____	_____
(c) Development of future or existing water-dependent uses?	_____	_____
(d) Land or water uses along the shorefront or within 1,500 feet of the shoreline?	_____	_____
(e) Stability of the shoreline?	_____	_____
(f) Surface or groundwater quality?	_____	_____
(g) Existing or potential public recreation opportunities?	_____	_____
(h) Structures, sites or districts of historic, archaeological or cultural significance to the village, town, county, state or nation?	_____	_____
	<u>YES</u>	<u>NO</u>
3. Will the proposed action involve or result in any of the following:		
(a) Physical alteration of land along the shoreline, underwater lands, or coastal waters?	_____	_____
(b) Physical alteration of an area of land located elsewhere in the Waterfront Revitalization Area?	_____	_____
(c) Expansion of existing public services or infrastructure in undeveloped or low density areas of the coastal area?	_____	_____
(d) Energy facility not subject to Article VII or VIII of the Public Service Law?	_____	_____
(e) Mining, excavation, filling or dredging in coastal waters?	_____	_____
(f) Reduction of existing or potential public access to or along the shore?	_____	_____
(g) Sale or change-in-use of publicly owned lands located on the shoreline or underwater?	_____	_____
(h) Development within a designated flood or erosion hazard area?	_____	_____
(i) Development on a beach, dune, barrier island or other natural feature that provides protection against flooding or erosion?	_____	_____
(j) Construction or reconstruction of erosion protective structures?	_____	_____
(k) Diminished surface or groundwater quality?	_____	_____
(l) Removal of ground cover from the site?	_____	_____

INCORPORATED VILLAGE OF SAG HARBOR
COASTAL ASSESSMENT FORM

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
4. If the project site is publicly owned and located adjacent to the shore, answer the questions below. <i>If not, continue to Question 5.</i>			
(a) Will the project protect, maintain and/or increase the level and types of public access to water-related recreation resources and facilities?	_____	_____	_____
(b) If located in the foreshore, will access to those and adjacent lands be provided?	_____	_____	_____
	<u>YES</u>	<u>NO</u>	
5. If the proposed action is located adjacent to shore, answer the questions below. <i>If not, continue to Question 6.</i>			
(a) Will water-related recreation be provided?.....	_____	_____	
(b) Will public access to the foreshore be provided?	_____	_____	
(c) Does the project require a waterfront site?	_____	_____	
(d) Will it supplant a recreational or maritime use?	_____	_____	
(e) Do essential public services and facilities presently exist at or near the site?.....	_____	_____	
(f) Is it located in an area of high erosion?	_____	_____	
	<u>YES</u>	<u>NO</u>	
6. If the project site is publicly owned, answer the questions below. <i>If not, continue to Question 7.</i>			
(a) Will it involve the siting and construction of any major energy facilities?	_____	_____	
(b) Will it involve the discharge of effluents from major stream electric generating and industrial facilities into coastal facilities?	_____	_____	
	<u>YES</u>	<u>NO</u>	
7. Is the project site presently used by the community neighborhood as an open space or recreation area?	_____	_____	
8. Does the present site offer or include scenic views or vistas known to be important to the community?	_____	_____	
9. Is the project site used for commercial fishing or fish processing?	_____	_____	

INCORPORATED VILLAGE OF SAG HARBOR
COASTAL ASSESSMENT FORM

	YES	NO
10. Will the surface area of any waterways or wetland areas be increased or decreased by the proposal?		
(a) Increased by: _____ square feet		
(b) Decreased by: _____ square feet		
11. Do any mature forest (over 100 years old) or other locally important vegetation existing on this site which will be removed by the project? ..		
12. Does any locally important vegetation existing on this site which will be removed by the project?		
13. Will the project involve any waste discharges into coastal waters including, but not limited to, stormwater runoff?		
14. Does the project involve surface or subsurface liquid waste disposal (e.g., sanitary/septic waste, stormwater runoff, etc.)?		
15. Does the project involve transport, storage, treatment or disposal of solid waste or hazardous materials?		
16. Does the project involve shipment or storage of petroleum products?		
17. Does the project involve discharge of toxins, hazardous substances or other pollutants into coastal waters?		
18. Does the project involve or change existing ice management practices?		
19. Will the project alter drainage flow, patterns or surface water runoff on or from the site?		
20. Will best management practices be utilized to control stormwater runoff into coastal waters?		
21. Will the project utilize or affect the quality or quantity of sole source or surface water supplies?		
22. Will the project cause emissions which exceed federal or state air quality standards or generate significant amounts of nitrates or sulfates into the atmosphere?		
D. REMARKS OR ADDITIONAL INFORMATION (Please list any and all additional sheets that are to be used to complete/supplement this form.)		