



**INC. VILLAGE OF SAG HARBOR**  
 55 MAIN ST. • PO BOX 660  
 SAG HARBOR, NY 11963  
 (631) 725-0224

**WETLANDS PERMIT APPLICATION**  
**CHAPTER 285: WETLANDS**

<p><b>APPLICANT NAME:</b> _____</p> <p><b>STREET ADDRESS OF PROPOSED PROJECT:</b> _____</p> <p><b>SUFFOLK COUNTY TAX MAP NUMBER:</b> _____ - _____ - _____ - _____</p>	<p><b><u>FOR OFFICIAL USE ONLY:</u></b></p> <p><b>RECEIVED:</b> _____</p> <p><b>PERMIT FEE:</b> _____</p> <p><b>FEE PAID:</b> _____</p> <p><b>PERMIT NO.:</b> _____</p> <p><b>DATE ISSUED:</b> ____/____/____</p>
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**A. CONTACT INFORMATION** *(Please print or type answers. Check off who should receive correspondence.)*

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

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

**Telephone Number:** (        ) \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Applicant is the:** \_\_\_ **Owner** \_\_\_ **Lessee** \_\_\_ **Contract Vendee**

**Owner(s) (if not applicant):** \_\_\_\_\_

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

**Telephone Number:** (        ) \_\_\_\_\_ **Email Address:** \_\_\_\_\_

*If applicant or owner is a corporation, give name, title & contact information for corporation offices.*

Applicant Corporate Officer

Property Corporate Officer

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

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

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

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

Telephone Number: (        ) \_\_\_\_\_

Telephone Number: (        ) \_\_\_\_\_

**Agent (if applicable):** \_\_\_\_\_

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

**Telephone Number:** (        ) \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Attorney (if applicable):** \_\_\_\_\_

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

**Telephone Number:** (        ) \_\_\_\_\_ **Email Address:** \_\_\_\_\_

*Anyone filing an application who is not the property owner must also submit an original copy of the Owner's Endorsement form (included with this application), signed & notarized by the owner or authorized representative of the owner corporation.*

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

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

**Telephone Number:** (        ) \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**License Number:** \_\_\_\_\_



2) **What resource(s) may be affected by proposed activities?** *(Both may apply & should be indicated on the submitted survey)*       Wetlands       Bluff

3) **Describe the proposed activities below or in a separate written narrative.** (Be sure to include the dimensions (area, length, or volume) of each proposed structure, and the setback of all proposed activities to the wetland boundaries and property lines, if applicable.)  
*(If separate narrative is provided, please indicate below.)*

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4) **Do the proposed activities comply with the Wetland Setbacks (buffer zones) required under §285-9(A) and/or the Bluff Setbacks required under §285-9(E)(1)?**      \_\_\_\_\_ Yes      \_\_\_\_\_ No  
*If the answer to this question is “No,” the applicant is required to demonstrate that no practicable alternatives exist for the proposed project. Refer to §§285-9(D)(2) & (3) for more information on how this needs to be addressed to fulfill minimum application requirements.*

5) **Lot Area:** \_\_\_\_\_ sq. ft.

6) **Complete the table below based on existing and proposed conditions.**  
*Areas should add up to Lot Area provided in Question 5.*

Land Use or Covertypes	Existing Areas (sq. ft.)	Proposed Areas (sq. ft.)	Proposed Change (sq. ft. +/-)
<b>Buildings (Lot Coverage)</b>			
<b>Other Impervious Surfaces</b>			
<b>Non-Vegetated</b> <i>(bare rock, earth, fill, pervious driveway)</i>			
<b>Lawn</b>			
<b>Meadows, Grasslands, Brushlands</b>			
<b>Forested</b>			
<b>Surface Water Features</b> <i>(lakes, ponds, streams, etc.)</i>			
<b>Wetlands (freshwater or tidal)</b>			
<b>Other (describe)</b> _____ _____			

7) **Will the project exceed 300 gallons of water use per day?**      \_\_\_\_\_ Yes      \_\_\_\_\_ No

- **Approximate Water Use Per Day:** \_\_\_\_\_ gallons per day

**C. PROPERTY ZONING, PLANNING & PERMITTING INFORMATION**

- 1) Zoning District: \_\_\_\_\_
- 2) FEMA Flood Zone(s): \_\_\_\_\_
- 3) Suffolk County Groundwater Management Zone: \_\_\_\_\_
- 4) Is the property in the Historic Overlay District? \_\_\_\_ Yes \_\_\_\_ No
- 5) Is the property in a Village Sewer District (see Village Code §220-1.3)? \_\_\_\_ Yes \_\_\_\_ No
- 6) Is the property connected to public water? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A
- 7) Is the property part of a subdivision? \_\_\_\_ Yes \_\_\_\_ No  
*If Yes, provide the name of the subdivision and the lot number(s) of the property in that subdivision.*
  - Subdivision Name: \_\_\_\_\_
  - Lot Number(s): \_\_\_\_\_
- 8) If there are any right-of-ways, easements, restrictive covenants, or other encumbrances on the property, list what encumbrances exist and provide copies with your application.  
*If not, just write N/A*

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- 9) Have any wetlands permits ever been issued by the Village in the past? If so, provide the date of the permit and the name of the person that the permit was issued to. *If not, just write N/A*
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- 10) Check off whether approval is required any of the below agencies.  
*If possible, indicate the applicable Reference Number, Approval or Filing Date. If approvals have already been secured, provide copies of the permit AND the stamped-approved plans.*

	Agency	Reference Number	Approval or Filing Date
<input type="checkbox"/>	NYS Dept. of Environmental Conservation <i>(including Letter of Non-Jurisdiction)</i>		
<input type="checkbox"/>	Suffolk County Dept. of Health Services		
<input type="checkbox"/>	NYS Dept. of State		
<input type="checkbox"/>	US Army Corps of Engineers		
<input type="checkbox"/>	Southampton Town Trustees		
<input type="checkbox"/>	Other <i>(specify)</i> _____ _____		







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**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):

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*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.*

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Print Name & Title

Signature

Date