



**Wetlands Permit Application**  
**Detailed Submission Requirements**

An application fee and the following materials must be submitted to form a complete application submission:

One (1) original and Nine (9) photocopies of the following:

- A. The completed Wetlands Permit Application.**
- B. An updated Certificate of Occupancy or a deed in the owner's name.**
- C. Owner's Endorsement (if applicant is not the owner), signed & notarized by the owner or authorized representative of the owner corporation.**
- D. Authorization & Consent for Inspection of Property Form.**
- E. Disclosure Affidavit.**
- F. A detailed written narrative describing the specifics of the proposed project.**
- G. The completed Coastal Assessment Form<sup>1</sup>, but only if the proposed project:**
  - (1) Includes any of the items listed as a Type I Action under 6 NYCRR 617, the State Environmental Quality Review Act (SEQRA) or Village Code Chapter 125, Environmental Quality Review, even if another part of the project may be a Type II Action; or
  - (2) Is strictly an Unlisted Action under SEQRA or Chapter 125; or
  - (3) Includes the construction or reconstruction of any dock, pier, wharf, or similar structure; or
  - (4) Includes any work involving erosion control structures, including any and all bulkheads, revetments, seawalls, gabions, riprap, breakwaters, groins, jetties, or any other man-made fabrication or device (including those made of geotextile tubes or sandbags) which is designed to reduce or prevent erosion; or
  - (5) Includes any other action that would require a permit from the US Army Corps of Engineers is required.
- H. Recent, dated color photographs of the project site, showing the general characteristics of the property and the location where construction or other activities are proposed.**
- I. Copies of any other permits or approvals have already been secured for the proposed project from other agencies—NYSDEC, US Army Corps of Engineers, Southampton Town Board of Trustees, and (if available) Suffolk County Department of Health Services. Provide copies of BOTH the issued permit AND the stamped-approved plan from that agency.**

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<sup>1</sup> No Coastal Assessment Form will be required for any single family residence (new construction, addition, or otherwise), unless the project also includes any of items listed under Letter G.

**J. Survey prepared and sealed by a NYS licensed land surveyor at a minimum scale of 1" = 30' (one inch equals thirty feet), or a scale appropriate to allow for review of the existing conditions and/or proposed work. The survey must provide the following information:**

- (1) Basic legal data, including: current owner of record, date, north arrow, property lines, existing lot area, adjacent streets and curblines, adjacent land ownership, and existing zoning.
- (2) Any and all easements, covenants, restrictions or other encumbrances that may affect development on property.
- (3) Topography throughout the property at 2 ft. contour intervals, referenced to the elevation datum NAVD 1988.
- (4) Landward limit of the wetlands boundary, established by field flagging by qualified environmental consultant. Wetlands flags must be located by a licensed surveyor. The boundary and flags must be labeled with: (a) the name of the person or company that flagged it; and (b) the date of the wetlands flagging. Said date should be within 2 years of submission of the Wetlands Permit Application.
- (5) Crest of bluff (if applicable) established through field identification/flagging of topographic conditions establishing the crest of the bluff.
- (6) Location of Average High Water Line (AHW). (For dock applications, water depths within the area of the proposed dock referenced to Average Low Water (ALW)).
- (7) Location of all existing structures, including (but not limited to) principal and accessory buildings and structures, patios, decks, swimming pools and pool equipment, fences, walls, bulkheads, docks, revetments, driveways, walkways, etc.
- (8) The setback of the existing buildings and structures from the flagged wetlands boundary and/or the bluff crest.
- (9) FEMA flood plain boundary lines and FEMA designations.
- (10) FEMA first floor elevation of existing structures.
- (11) Test hole meeting SCDHS requirements demonstrating soil conditions and depth to groundwater table (if applicable). The location and data for the test hole should be provided.
- (12) Location of existing water supply and sanitary systems.
- (13) Location of any existing drainage control structures on the property.
- (14) Edge of existing lawn and landscaping, delineating that area on the property that is in a natural (not landscaped or developed) condition.
- (15) Footprints of structures on any adjacent properties. Adjacent properties are those with property lines that touch the property lines of the subject property.

**K. A site plan showing the proposed conditions, at a minimum scale of 1" = 30', or a scale appropriate to allow for review of the proposed work. The site plan may be included on the abovementioned survey, or included separately. If included separately, an existing conditions survey is still required. The following is a list of information that may be required, depending on the proposed project:**

- (1) All proposed structures. By way of illustration and not limitation, this could include buildings; patios; decks; retaining walls; driveways (indicate whether pervious or impervious); walkways; fences; catwalks; docks; septic system; drainage control structures; pool equipment; pool drywell; generator; and the like, etc.
- (2) Indicate the proposed setback (in feet) from the nearest wetlands line and/or crest of bluff for all proposed structures. This will differ based on the proposed project, but may include (but would not be limited to) any proposed house, addition, accessory building or structure, sanitary system, or ground disturbance.
- (3) Proposed lot coverage and compliance to provisions of Village Code, Chapter 300, Zoning.
- (4) Clearly label any and all buildings and/or structures that are to be demolished and/or removed from the property.
- (5) Proposed contours of fill or site grading, along with cut and/or fill volumes, whose calculations to be prepared by NYS licensed surveyor, engineer and/or landscape architect.
- (6) Proposed sanitary system in plan view and cross-section demonstrating conformance with groundwater separation requirements.
- (7) Location of proposed drainage control structures along with the requisite calculations and specifications demonstrating a minimum storage capacity of 2" from all impervious surfaces.
- (8) Limit of clearing of natural/native vegetation.
- (9) Project Limiting Fence and Siltation Control: Location of proposed project limiting fencing and proposed siltation control, along with specifications of the proposed fence materials. The area (measured in square feet) to be bounded by the project limiting fence should also be provided.
- (10) For proposed retaining walls: Location of walls on plan view including top of wall and bottom of wall elevations, cross-section details of construction, and material to be used for wall construction. (Note: Setback from property line is encouraged to allow for construction and landscape screening.)
- (11) For swimming pools: Swimming pool shown on site plan, along with associated patios and decks. Location and type of pool equipment proposed along with pool enclosure fencing shall be shown. Swimming pool cross-section to be provided to demonstrate bottom of pool structure in relation to groundwater table. Location of swimming pool drywell.

- (12) Area of any proposed natural vegetated buffer in compliance with §285-9(A) to be shown on the site plan. Where applicable, a separate buffer planting plan should be provided, which shows specific locations, quantities, sizes/spacing and common and scientific names of plants. It is noted that native coastal plant materials should be sufficiently sized to ensure that once planted, the buffer zone will be established within two years.
- (13) For dock applications, plan view of the proposed construction, along with cross-section of the dock and any associated catwalk, etc. The plan shall show the water depths at average mean low water. Cross-sectional plans and details/specifications for dock construction shall be provided. Note: Village of Sag Harbor encourages the use of untreated dock materials for construction within the waters and wetlands of the Village of Sag Harbor.
- (14) Location and type of lighting to be located on coastal waterfront portion of the property.

**L. For those projects which cannot meet the setback requirements of §285-9(A) or §285-9(E), the applicant shall submit:**

- (1) A plan showing proposed construction and setback lines from natural features (wetlands, bluffs, etc.) as well as applicable zoning setback lines for the property.
- (2) Information as required under §§285-9(D)(2) & (3) allowing for a practicable alternatives analysis.
- (3) Additional written narrative describing why proposed project requires relief and why that is the minimum relief necessary.
- (4) Listing of any proposed mitigation measures incorporated into the project.

**NOTE:** The Harbor Committee reserves the right on a project-specific basis to require additional information, as needed.