



## **ZONING BOARD OF APPEALS**

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

**TO:** PROSPECTIVE APPLICANTS

**FROM:** CHAIRPERSON, ZONING BOARD OF APPEALS

**RE:** Instructions and guidelines for preparation and submittal of applications to the Zoning Board of Appeals

All applicants must first apply to the Building Department for a building permit. Building permit applications must be sufficiently complete for the Building Inspector to make a determination as to what variances are required. If the permit is refused, a written referral to the Zoning Board of Appeals will be drafted by the Building Inspector. No application for a variance will be entertained by the Zoning Board of Appeals without a written referral from the Building Inspector.

After the application has been reviewed and deemed complete it will be scheduled for a public hearing on the next available meeting date. There are no deadlines. Applications are reviewed in the order they are received. Although every effort is made to expedite each application, there is no specific time limit in which to review applications.

Applicants should review the agenda one week prior to the meeting. Agendas are available on the Village website or in person from the Building Department. Alternatively, applicants may contact the Building Department at 631-725-0224 to ascertain the presence and location of their application on the agenda.

The filing fee for a single-family residence is \$1,000.00. The filing fee for all other applications is \$1,250.00. The filing fee must accompany the application.

**The Board may require the payment of out-of-pocket expenses incurred by the Village in studies/and or by retainer of advisor that are over and above application fee.** To collect such additional fee, the Board will provide the applicant with written notice of its intent to conduct such studies by the Village consultant/expert advisors related to the hearing.

**Applicants must submit one original and seven (7) copies of the complete application packet as described above. Each packet must be assembled by the applicant and include each of the documents enumerated above. Please denote which application contains the original documents.**

Each Zoning Board of Appeals packet must include.

- a. A completely filled out application form. The specific nature of the request should be clearly explained, including the specific section(s) of the code from which relief is requested.
- b. A completed application for a building permit.
- c. A complete set of drawings at 1/8" scale.
- d. A survey.
- e. A deed, lease or Certificate of Occupancy in the name of the applicant.
- f. A completed consent for inspection.
- g. A completed and notarized authorization form (if represented by an agent)
- h. A completed Coastal Assessment Form
- i. A completed Short Environmental Assessment Form

In addition, to the above, the applicant must submit an original and two copies of the following:

- a. Complete set of drawings at 1/4" scale
- b. Completed and Notarized Disclosure Affidavit

Requests for relief from lot coverage requirements, required setbacks or the pyramid law should contain the proper (300-4.3 for coverage and setback relief in the R-20 district; 300-9.3 for pyramid relief) in the AREA VARIANCE portion of the application. Applicants for these types of variances should furthermore address the five questions found in paragraph 6 of the application.

**If the application is for the relief from required structure setbacks or lot coverage, the applicant must furnish an original and two copies of a certified abstract of single and separate ownership. The search must go back prior to November 17, 1971.** Title reports from property closings generally do not provide the required information. Reports are furnished to the Village Attorney for review prior to placing an application on the agenda. **Single and separate reports must be furnished with the initial application,** please retain the application until the single and separate search has been obtained.

If the application is for relief from the PYRAMID LAW, the plans must clearly indicate the existing structure, including the degree of EXISTING non-conformance and the amount of additional PROPOSED non-conformance.

A calculation in cubic feet shall provided for each existing and proposed building on the subject premises and a calculation in cubic feet as to those parts of each Existing and proposed building which exceed the Pyramid Law, including the Percentage of the total volume of the buildings that exceed the Pyramid law.

Elevations shall show those areas of existing and proposed buildings that intrude into the pyramid. Pyramid lines shall be drawn on all planes. Pursuant to resolution by the Board, applicants MUST COLOR CODE ELEVATIONS OF THE STRUCTURE IN QUESTION AS FOLLOWS:

- a. THE EXISTING STRUCTURE SHALL BE COLORED GREEN
- b. THE PORTION OF THE PROPOSED IMPROVEMENT THAT DOES NOT REQUIRE A VARIANCE SHALL BE YELLOW
- c. THE PORTION OF THE PROPOSED IMPROVEMENT THAT REQUIRES A VARIANCE SHALL BE COLORED RED

If the application is for a road frontage variance, include **seven (7)** copies of a tax map depicting the subject parcel and the proposed access leading all the way to its connections with public road.

If the application is for variance required to subdivide property, include **seven (7)** copies of a tax map showing the subject property and the surrounding area.

If the application is subject to Suffolk County Health Department (“SCHC”) approval, a copy of the SCHD submissions must be included. Projects that require SCHD approval include, but are not limited to, those projects where the home is being demolished, and; where the bedroom count is being increased, and; where sanitary service is being added to an existing structure, and; where the sanitary system must be relocated to accommodate as addition or assessor structure. Contact the Building Department for referral guidelines.

If the applicant is represented by an agent, a notarized original and two copies of a letter authorizing the agent to act of behalf of the applicant must be submitted. In the case of a attorney acting as agent for the applicant, this Board will accept a notarized affidavit by the attorney attesting to the fact.

For commercial uses, include a site plan of the proposed project that includes parking, vehicular access and elevation sketches of the proposed structures demonstrating compliance with 300-9.6, if applicable.

Some applications may require a landscaping plan.

Surveys shall be current and guaranteed. If proposed construction involved, the surveyor should depict the proposed construction on the survey. All **surveys** must be less than one year old and contain:

- a. Setbacks of all structures depicted on the survey
- b. Dimensions of all structures depicted on the survey
- c. Lot coverage of the existing principal structure and proposed principal structure
- d. Lot coverage of all structures on the parcel

In summary:

The applicant must provide the specific applicable sections of the Village Code and clear, specific descriptions of the request.

The applicant must explain why the request is necessary.

The application must contain sufficient information to demonstrate that any request for a variance meets the applicable tests for a use a variance or area variance. These tests are listed on the application form.

Certain types of applications necessitate inclusion of particular types of information, such as single and separate abstract.

The submittal of an accurate, thorough application with all necessary information is prerequisite to the scheduling of a public hearing. An incomplete application will only delay the processing cycle.

Following a review of the Environmental Assessment Form Part 1, if required, a determination will be made as to whether an Environmental Assessment Form Part II evaluation will be required. If an EAF part II is needed it will be prepared by the Village consultant and no public hearing will be scheduled until after it has been completed and provided to this Board. If an Environmental Impact Statement is determined to be necessary, no public hearing will be scheduled until it has been satisfactorily prepared and submitted by the applicant to this Board.

DATED: 10/22



INTERPRETATION OF Section \_\_\_\_\_ is  
requested to determine whether:

USE VARIANCE OF Section \_\_\_\_\_ is  
requested in order to:

AREA VARIANCE OF Section \_\_\_\_\_ is  
requested in order to

5. If this is an application for a USE VARIANCE, please answer how the request satisfies the following requirements of the Zoning Law:
  - a. Under applicable Zoning regulation the applicant is deprived of all economic use or benefit from the property in question, which deprivation must be established by competent financial evidence.
  - b. That the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood.
  - c. That the request use variance, if granted, will not alter the essential character of the neighborhood.
  - d. That the alleged hardship has not been self-created.
  
6. If this is an application for an AREA VARIANCE, please answer how the request satisfies the following requirements of the Zoning Law:
  - a. Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance.
  - b. Whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance.
  - c. Whether the requested area variance is substantial.
  - d. Whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district.
  - e. Whether the alleged difficulty was self-created; which consideration shall be relevant to the decision of the board or appeals, but shall not necessarily preclude the granting of the area variance.
  
7. A plot plan of the premises shall accompany this application and shall include the following details: (Any other pertinent information the applicant feels is important should be submitted.)
  - a. Property line, give length to nearest foot.
  - b. North direction arrow
  - c. Size of lot in acres or square feet
  - d. Indicate scale of survey sketch

- e. Location of building on property and distance to property lines.
- f. Floor plan of house showing room use.
- g. Door and window locations
- h. Cesspools, septic tank, and wellpoint
- i. Driveways, note if dirt, asphalt or concrete
- j. Any unusual planting of trees.
- k. Fencing
- l. Accessory buildings on property.
- m. Patios, decks, swimming pools and tennis courts
- n. Proposed building additions in dashed lines
- o. Proposed property divisions in dashed lines.
- p. Location of buildings on adjacent property.
- q. Distance of buildings on adjacent property from applicant's property lines.
- r. Elevation views of unusual buildings.

NOTE: If this application is submitted by an agent, a letter of authority from owner must accompany the application.

STATE OF NEW YORK) SS:  
 COUNTY OF SUFFOLK)

\_\_\_\_\_, being duly sworn deposes and says  
 he/she is the owner or agent for the owner of the property above described. That all statements made in  
 this application are true to the best of his/her knowledge and belief, except as to the matters therein  
 stated to be alleged on information and belief and as to the matters he/she believes the same to be true.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 (Notary Public)



INCORPORATED VILLAGE OF SAG HARBOR  
BUILDING DEPARTMENT

55 Main Street  
Sag Harbor, New York 11963  
631-725-0224

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) 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 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 satisfaction 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) acted, executed the instrument.

\_\_\_\_\_  
(Notary Public)

## AUTHORIZATION AND CONSENT FOR INSPECTION OF PROPERTY

INSTRUCTIONS: This form must be completed, signed and attached to the application form for an application to the Zoning Board of Appeals.

The undersigned, being the \_\_\_\_\_

(owner or agent-please print name)

Of the property described in the within application, hereby authorizes the members of the Zoning Board of Appeals to enter upon the property described in the within application for the purpose of inspecting such property in connection with the relief requested in the within application, and the undersigned hereby consents to said entry for said purpose.

Date: \_\_\_\_\_

\_\_\_\_\_

(signature)

## CERTIFICATION

STATE OF NEW YORK)

COUNTY OF SUFFOLK)

\_\_\_\_\_ being by me duly sworn, deposes and says:

1. I am interested in an application for a variance or special exception now pending before the Sag Harbor Zoning Board of Appeals.
  
2. I reside at \_\_\_\_\_
  
3. The nature of my interest in the aforesaid application is as follows:
  
  
4. If applicant or owner is a corporation, list officers:

Pres. \_\_\_\_\_ Secretary \_\_\_\_\_

Vice Pres. \_\_\_\_\_ Treasurer \_\_\_\_\_

Do any of the following individuals have an interest as defined below in the owner or applicant?

- A. Any New York State officer, or
- B. Any officer or employee of Southampton Town, East Hampton Town or Suffolk County or Village of Sag Harbor.

For the purpose of this disclosure an officer or employee shall be deemed to have an interest in the owner or applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them.

- a. Is the applicant or owner, or
- b. Is an officer, director, partner, or employee of the applicant or owner, or
- c. Legally or beneficially owns or controls stock of a partnership or association applicant or owner, or
- d. Is a party to an agreement with such an applicant or owner 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, Section 809.

Yes ( )

No ( )

If yes, state the residence and nature and extent of the interest of such individual.

Name

Residence

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(notary)



**VILLAGE OF SAG HARBOR  
BUILDING DEPARTMENT**  
55 MAIN ST., PO BOX 660  
SAG HARBOR, N.Y. 11963  
631-725-0224  
631-725-4852 FAX  
BUILDINGDEPT@SAGHARBOR.NY.GOV

RECEIVED	_____
PERMIT No.	_____
PERMIT FEE	_____
FEE PAID	_____
DATE ISSUED	___/___/___

**BUILDING PERMIT APPLICATION**

\*\*\* ALL QUESTIONS MUST BE ANSWERED \*\*\*

THIS IS A(N):  NEW PERMIT  AMENDMENT TO AN EXISTING PERMIT No. \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PROPERTY LOCATION: \_\_\_\_\_  
DISTRICT SECTION BLOCK LOT LEGAL STREET ADDRESS AND NUMBER

PROPERTY OWNER: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT IS:  OWNER  LESSEE  AGENT  ARCHITECT  BUILDER  OTHER: \_\_\_\_\_

**IF OWNER OR APPLICANT IS A CORPORATION or LLC, FURNISH NAMES OF MANAGING OFFICERS or MEMBERS:**

CORPORATE/LLC PROPERTY OWNER NAME

CORPORATE/LLC APPLICANT NAME

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**CONTRACTOR RESPONSIBLE FOR CONSTRUCTION:**

NAME: \_\_\_\_\_

CONTRACTORS LICENSE NO: \_\_\_\_\_

PHONE: \_\_\_\_\_

ISSUED BY:  SOUTHAMPTON  EAST HAMPTON  SUFFOLK

THIS PERMIT IS TO:  BUILD A NEW STRUCTURE  MAKE CHANGES TO AN EXISTING STRUCTURE

THIS PERMIT IS FOR:  PROPOSED WORK  WORK ALREADY PERFORMED

WHAT IS THE ESTIMATED COST OF CONSTRUCTION? \$ \_\_\_\_\_ (COST DOES NOT AFFECT THE PERMIT FEE)

CURRENT No. OF BEDROOMS: \_\_\_\_\_ PROPOSED No. OF BEDROOMS: \_\_\_\_\_

CURRENT No. OF FULL BATHROOMS: \_\_\_\_\_ PROPOSED No. OF FULL BATHROOMS: \_\_\_\_\_

CURRENT No. OF HALF BATHROOMS: \_\_\_\_\_ PROPOSED No. OF HALF BATHROOMS: \_\_\_\_\_

IS THIS PARCEL IN THE HISTORIC DISTRICT OR DESIGNATED AS A LANDMARK?  YES  NO

FLOOD ZONE:  X  V  AE  N/A

ZONING DISTRICT:  R-20  VB  WF  OD  RM

IS THIS PARCEL IN THE TIDAL OVERLAY DISTRICT?  YES  NO

Briefly describe the scope of the project: \_\_\_\_\_

STATE OF NEW YORK } ss.:

COUNTY OF \_\_\_\_\_ }

\_\_\_\_\_ being duly sworn deposes and says that he is the applicant above named, he is the \_\_\_\_\_ for the owner or owners, and is duly authorized to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

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

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

APPROVED: \_\_\_\_\_

BUILDING INSPECTOR



**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.*

YES      NO

1. Will the proposed action be located in, or contiguous to, or have a potential adverse effect 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**

	<u>YES</u>	<u>NO</u>
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.)*

617.20  
Appendix B

Short Environmental Assessment Form

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance.** The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT**



James L. Larocca, Mayor  
Edward Haye, Trustee  
Aidan Corish, Trustee  
Beth M. Kamper, Clerk-Administrator

55 Main St., PO Box 660  
Sag Harbor, N.Y. 11963  
631-725-0222  
631-725-0316 FAX

Thomas C Gardella, Deputy Mayor  
Robert Plumb, Trustee  
Elizabeth E. Vail, Village Attorney  
Timothy E. Bullock, Village Treasurer

Disclosure Affidavit  
General Municipal Law §809

STATE OF NEW YORK }  
                                      } ss.:  
COUNTY OF SUFFOLK }

says that: \_\_\_\_\_, being duly sworn, deposes and

1. (a) an application has been made by \_\_\_\_\_  
*Name of applicant*
to the \_\_\_\_\_, of the  
*Name of Village Agency*
Village of Sag Harbor with respect to property situate at \_\_\_\_\_,  
*Street address*
Sag Harbor, New York. I am the \_\_\_\_\_,  
*Applicant or Agent for applicant*
I reside at \_\_\_\_\_.  
*Address of applicant or agent*

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

- |           |           |
|-----------|-----------|
| (1) _____ | (3) _____ |
| (2) _____ | (4) _____ |

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.

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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)