



TOWN OF EAST HAMPTON
Planning Department

**Lot Inspection/Flagging/Verification
Request Form**

INSTRUCTIONS: Complete this request form and submit it to the Planning Department, at 300 Pantigo Place, Ste. 105 East Hampton, NY 11937, along with a survey and the appropriate fee. Please note that the form must be signed by the property owner and notarized. Proposed projects should be shown on the survey as well as described on this form. **Failure to include a detailed project description or survey may result in delays of the site assessment.** If stakes along the property boundaries or the outer corners of the proposed improvements are necessary, the Planning Department will inform the applicant as soon as possible.

For Official Use Only		
Owner of Record	Suffolk County Tax Map #	Street Address

The following information is required for the Lot Inspection Request only and must be completed.

Lot Size in acres: _____
Please round up to nearest whole acre before calculating fee.

A REQUEST IS MADE FOR ONE OR MORE OF THE FOLLOWING:

- Lot Inspection/Flagging-** Identification of a natural feature protected by the East Hampton Town Code for the purpose of determining Natural Resources Special Permit (NRSP) jurisdiction and the marking of a protected natural feature for the purpose of having it shown on a guaranteed survey. **Must include a fee of \$ 250.00 up to the first acre + \$ 100.00 each additional acre (maximum \$4000.00) Please submit fee by check or money order only.**
- Verification (No fee.)** - Confirmation of the completeness and accuracy of a previously flagged natural feature as depicted on a guaranteed or certified survey prepared to a standard surveyor's scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60', or 1"=100'). **(No fee, survey depicting features to be verified must be included)**

PROJECT LOCATION AND INFORMATION:

House Number: _____ Hamlet: _____
Street: _____ SCTM#: 300- _____

Proposed Construction and Dimensions: (if no specific project, leave blank. Include survey if available)

Contact Information: (Where all correspondence is to be mailed)

Name: _____ Address: _____
Phone: () _____
() _____

Contact Email: _____

AUTHORIZATION:

This form may not be signed by an agent of the property owner unless it is accompanied by a notarized document signed by the property owner authorizing the agent to sign and submit any and all forms, requests and applications related to the application(s) for subject premises.

Any authorization from the property owner as provided for herein shall remain in effect until final determination of the application(s), unless the Town is notified in writing by the property owner that such authorization has been revoked or amended. All authorizations from the property owner shall acknowledge this condition.

I, the owner, hereby authorize the Planning Department to enter the subject parcel to identify or flag the natural features protected by Section 255-4-20 of the East Hampton Town Code. In addition, I authorize any future visits that would be in reference to the subject Lot Inspection limited to the verification of delineated natural features and the delineation of any natural features that may be identified during the verification process.

Name (type or print): _____

Signature: _____

ACKNOWLEDGEMENT

STATE OF _____)

ss:

COUNTY OF _____)

On the _____ day of _____, in the year _____, before

me 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 this 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 Signature

