



# TOWN OF EAST HAMPTON ARCHITECTURAL REVIEW BOARD

## ARCHITECTURAL REVIEW BOARD APPLICATION FORM

Application Type: (Please check one or more)

- New or Changes to Commercial Structure       Agricultural Overlay District       Business Sign  
 Historic District of Landmark                       Fence, Wall, Berm, Pillar or Gate

### Fee Schedule

<i>New or Changes to Commercial Structure (Proposed)</i>	\$200.00
<i>New or Changes to Commercial Structure (Existing)</i>	\$350.00
<i>Agricultural Overlay District (Proposed)</i>	\$200.00
<i>Agricultural Overlay District (Existing)</i>	\$350.00
<i>Business Sign (Proposed Sign)</i>	\$100.00
<i>Business Sign (Existing Sign)</i>	\$150.00
<i>Historic District (Proposed)</i>	\$200.00
<i>Historic District (Existing)</i>	\$350.00
<i>Fence, Wall, Berm, Pillar or Gate (Proposed)</i>	\$125.00
<i>Fence, Wall, Berm, Pillar or Gate (Existing)</i>	\$200.00

Name of Landowner (*This will be the project title*): \_\_\_\_\_

Project Location (*street address and hamlet*): \_\_\_\_\_

Brief description of the proposed project: \_\_\_\_\_

### **I. APPLICANT INFORMATION:**

A. Landowner: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

B. Applicant (*if other than landowner*): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

C. Attorney/Agent (*identify*): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

D. CORRESPONDENCE TO BE SENT TO: (Please check one)     A     B     C

**II. PROPERTY INFORMATION:**

- 1. Suffolk County Tax Map Number(s): 300- \_\_\_\_\_
- 2. Street Address: \_\_\_\_\_
- 3. Zoning District: \_\_\_\_\_
- 4. School District: \_\_\_\_\_ E. Fire District: \_\_\_\_\_
- 5. Filed Map Identification: Lots \_\_\_\_\_ Block \_\_\_\_\_  
Filed Map Name \_\_\_\_\_ Map Number \_\_\_\_\_

6. Are there any encumbrances of record affecting the property, particularly right-of-way easements, deed restrictions, covenants, or a homeowner’s association?     YES  NO

If YES, attach copies of the easements, covenants or homeowner’s association agreement.

7. Are there any open code violations on the property?     YES  NO

If YES, please explain:

\_\_\_\_\_

8. Is this application subject to Site Plan Review? (check one)     YES  NO  
(see 255-6-30 of the Town Code or the East Hampton Town Planning Department for more information)

9. Does applicant own the property subject to the application?     YES  NO  
If NO, please provide written permission of the property owner to allow application to proceed.  
(Notarized authorization should be provided on Page 6 at the bottom of this form)

### III. PROJECT INFORMATION

*\* Please attach a project narrative which describes in as much detail as possible the proposed project, any exterior changes to the site or existing structures, estimated time for construction, and any other pertinent information. The more detail that can be provided to the Architectural Review Board prior to the initial review, the more efficiently the application can be processed.*

A. List each structure or activity proposed including dimensions, heights, and total square footage

	Structure/Use	Dimensions	Height (in feet)	Total Square Feet * (if applicable)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

**\*If application is for a modification to an existing structure, provide existing and proposed square feet for each floor on the architectural drawings. Square feet not required for applications for fence, walls, berms, gates or pillars.**

B. What are the setbacks of proposed structures from the property lines and natural features?

	Structure	Front Yard	Rear Yard	Side Yard	Natural Feature
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

### IV. REQUIRED ITEMS

*Please consult with Town Code Section 255-7-30. This application must be fully completed and submitted to the Architectural Review Board, along with the following information:*

- Fees:** An application fee in the form of certified check, money order or Attorney's check made payable to the Town of East Hampton must be submitted in accordance with the fee schedule above. Fees are entirely nonrefundable once review of the particular application has commenced.

**\*\*\*\*The following Required Items must also be provided in DIGITAL FORM\*\*\*\***

All paper copies of documents, plans, maps & photos submitted to the file must also be submitted in digital form. This may be in the form of (1) a flashdrive, (2) an email with PDFs or (3) a link to your Dropbox. Email: [ARB@hamptonny.gov](mailto:ARB@hamptonny.gov)

2.  **Application Form:** One (1) original copy of the completed, signed and notarized **Application Form**
  
3.  **Survey:** Three (3) (*original plus two (2) copies*) of a CURRENT scaled **Survey** prepared by a licensed surveyor, accurately showing the location(s) of:
  - All existing structure(s) on the property (those currently approved by applicable permits)
  - Proposed improvement drawn to scale (changes for which the applicant is seeking approval)
  - Principal and accessory setback lines with labels and dimensions
  
4.  **Architectural Drawings, Elevations, Floor Plans:** Three (3) (*original plus two (2) copies*) of complete **Architectural Site Drawings and Elevations and Floor Plans** prepared by a licensed professional at 11" X 17" and drawn to the scale: 1/4" = 1' (or alternative appropriate scale):
  - Architectural site plan/renderings (3D renderings preferred).
  - Building elevation and floor plans. If alterations to an existing structure are proposed, all building elevations and floor plans must be annotated clearly to indicate the scope of the existing conditions and the proposed work. Preferred means to show this are to bubble/outline the proposed work, and/or to use drawing hatches/lines that are visibly different. Building Heights of existing and proposed structures must be included.

**Note: Include on the plans a description of all exterior materials and color. These include roofing, millwork, doors, railings, masonry, lighting, etc. If call boxes, switches or similar features related to a gate are proposed then these should also be illustrated on the plans**

5.  **Landscaping:** One (1) copy of a **Landscaping Plan** (if applicable) which illustrates the proposed:
  - Location of plants/plantings
  - Quantity of plants/plantings
  - Species of plants/plantings
  - Size and spacing of plants/plantings
  
6.  **Lighting:** One (1) copy of a **Lighting Plan** (if applicable) OR a detailed description of proposed lighting which provides the following information:

- Identify the location of all fixtures and each different fixture type (if more than one type of fixture is proposed)
- Mounting height of each fixture above proposed grade
- Control methods (e.g. timer, manual switch, motion sensor)
- Manufacturer's specification sheet for any proposed new or modified outdoor lighting which includes the following information:
  - Appearance of the fixture
  - Type of light source (e.g. LED, incandescent, CFL, etc.)
  - Power (in Watts)
  - Light output (in initial Lumens)

#### **V. ADDITIONAL NOTES:**

*\*Applicant or Applicant's agent is required to attend Architectural Review Board meeting for review of application.*

*\*Deadline for submission of application and supporting documents is the first and third Thursday by noon. Submission of documents prior to the deadline does not guarantee that the application will be placed on the next available agenda.*

*\*Due to COVID-19, the Board may be meeting via Zoom with applicants participating via phone conference. A call-on number will be provided to the applicant prior to the meeting in such cases.*

**IMPORTANT NOTICES:**

THE SUBMISSION OF AN ACCURATE, THOROUGH APPLICATION WITH ALL NECESSARY INFORMATION SUPPLIED IS A PREREQUISITE TO THE PROCESSING OF THE APPLICATION AND THE TIMELY SCHEDULING OF A REVIEW BY THE ARCHITECTURAL REVIEW BOARD. AN INCOMPLETE APPLICATION WILL BE RETURNED TO THE APPLICANT FOR COMPLETION.

**FOLLOWING APPROVAL, THE FINAL BUILDING PLANS MUST BE SUBMITTED TO AND APPROVED BY THE TOWN BUILDING INSPECTOR, AND ALL CONDITIONS OF THE APPROVAL MUST BE MET, BEFORE A BUILDING PERMIT CAN BE OBTAINED.**

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STATE OF \_\_\_\_\_)

SS:

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the

- Owner of the Property
- Contract Purchaser of the Property
- Agent for Owner/Contract Purchaser of the Property

and that all statements made in this application are true to the best of his/her knowledge and belief; and that he/she has read the notices contained in this application and understands the same and agrees to abide thereby; and that the project which is the subject of this application, if approved, will be carried out in accordance with the terms and conditions set forth by the Planning Board and the Architectural Review Board in their decision and in accordance with all applicable laws.

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this

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

\_\_\_\_\_  
NOTARY PUBLIC

**STATEMENT OF DISCLOSURE OF INTEREST**  
**Officers or Employees of State, County, or Town Government**

**Required by § 809 of the New York General Municipal Law**

The following Statement must be signed by the following:

- (1) Every individual owner of any real property which is a subject of this application (hereafter, the "subject property");
- (2) An authorized representative of every corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property;
- (3) Every individual who has a contract to purchase an interest in the subject property; and
- (4) An authorized representative of every corporation, partnership, company, trust, association, or other legal entity which has a contract to purchase an interest in the subject property.

**NOTICE: A KNOWINGLY FALSE STATEMENT UNDER § 809 OF THE GENERAL MUNICIPAL LAW IS PUNISHABLE AS A MISDEMEANOR.**

I make the following statements about interests in the real property which is the subject of this application (the "subject property"):

**PART I:** Except as otherwise set forth in Part II below –

**A. Individuals with an ownership interest in the property.**

1. No person having an ownership interest in the subject property is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.
2. No person having an ownership interest in the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.
3. No person having an ownership interest in the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

**B. Individuals with an interest in a contract to purchase the property.**

1. No person having an interest in a contract to purchase the subject property is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.
2. No person having an interest in a contract to purchase the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

3. No person having an interest in a contract to purchase the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

**C. Corporations or other entities with an ownership interest in the property.**

1. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

2. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

3. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

**D. Corporations or other entities with an interest in a contract to purchase the property.**

1. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity having an interest in a contract to purchase the subject property is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

2. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity having an interest in a contract to purchase the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

3. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity having an interest in a contract to purchase the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Suffolk County, or the Town of East Hampton.

**PART II:** If any of the statements made under A through D above are **not** true, please set forth the names of any individuals or persons involved and explain their relationship to the subject property:

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**AUTHORIZATION**

I, the owner, hereby authorize the member of the Architectural Review Board to enter the subject parcel to review the pending request for a modification. Town employees are also authorized to enter the premises to ascertain compliance with zoning and other building laws, regulations and ordinances.

Signed: \_\_\_\_\_

\_\_\_\_\_

**ATTEST:**

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) who 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.