



TOWN OF EAST HAMPTON

159 Pantigo Road
East Hampton, New York 11937
Telephone: (516) 324-8787
(516) 324-0118
Telefax: (516) 329-5371

August 13, 1999

TO: Grantors of Scenic and Conservation Easements
FROM: Town Attorney's Office
RE: Proper Submission Procedures

The following procedures and submission requirements must be followed for the Town to accept grants of scenic and conservation easements, trail easements, agricultural use easements, large lot scenic easements, and other easements:

1. Properly prepared grant of easement, duly signed and notarized, accompanied by a properly executed Real Property Transfer Gains Tax Affidavit/Credit line Mortgage Certificate and Peconic Bay Region Community Preservation Fund form. All owners of the property, with full addresses, must be named as grantors and must sign the easement.
2. The easement must correspond to the standard form of easement prescribed by the Town Attorney's Office. Please ask for a copy of the standard form easement if you need one.
3. Easement and any attachments must be typed.
4. Accurate metes and bounds description of the easement area must be included.
5. Two (2) blueprint copies of the property survey must be attached to the easement.
6. Submit easement to the Board which required it (i.e. Planning Board or Zoning Board of Appeals), not to the Town Attorney's Office.
7. Duplicate copies of the easement and any attachments are appreciated.

It is strongly recommended that easements be prepared by or under the supervision of an attorney.

DRN/fw

cc: Building Department
Zoning Board of Appeals
Planning Board ✓