



**TOWN OF EAST HAMPTON  
PLANNING BOARD  
SITE PLAN/SPECIAL PERMIT APPLICATION  
AND  
ARCHITECTURAL REVIEW BOARD APPLICATION  
INSTRUCTIONS**

This form is a combined Site Plan/Special Permit and Architectural Review Board application. **Please note that you must submit a NYS Environmental Assessment Form Part I with your Town application.** The State forms can be found online here <http://www.dec.ny.gov/permits/6191.html> or as a paper copy in the Planning Board office.

This application must be fully completed in ink and all of its requirements satisfied. Please complete every question, do not simply refer to a map or plan. Ten (10) copies (original plus 9 photocopies) of the completed application combined with the requirements listed below along with either (1) a flashdrive, (2) an email with pdfs, or (3) a link to your Dropbox containing all documents, maps & photos are to be submitted to the Planning Board.

**FEES:** Two checks must be made payable to the Town of East Hampton – one for the Architectural Review Board and one for the Planning Board in accordance with the fee schedule outlined below. Fees are entirely nonrefundable once review of the particular application has commenced.

- **Site Plan – Commercial Use: \$875.00 plus \$100.00 per 500 square feet for all area proposed to be changed, altered, or improved.** <sup>(1)</sup>
- **Site Plan – Commercial Use: \$975.00 plus \$125.00 per 500 square feet for all existing areas changed, altered, or improved.** <sup>(1)</sup>
- **Site Plan – Residential Use: \$450.00 plus \$100 per 500 square feet for all areas proposed to be changed, altered, or improved.** <sup>(1)</sup>
- **Site Plan – Change of Use: \$475.00 (proposed), \$550.00 (existing).** <sup>(2)</sup>
- **Minor Site Plan – 500 square feet: \$400.00.**
- **Special Permit Review Fee: \$800.00 for each Special Permit Use.**
- **\$200 Architectural Review Board Fee**
- **\$350 Architectural Review Board Fee for work that has commenced prior to obtaining proper approval**

<sup>(1)</sup>Square footage of all improvements includes basement or cellar, 1<sup>st</sup> floor, 2<sup>nd</sup> floor of all proposed buildings, decks, patios, parking lots, walkways, storage areas, landscaping, etc.

<sup>(2)</sup>With no alterations to any structures; any alterations or proposed structures require submission of Site Plan – Commercial Use or Site Plan – Residential Use fees

<sup>(3)</sup>Minor Site Plan must comply with §255-6-45 of the Town Code. If the Planning Board determines that the project does not meet the provisions of a Minor Site Plan, the remaining \$500 fee plus \$0.15 per square foot for all proposed improvements must be provided before review of the application continues.

**SITE PLAN SPECIAL PERMIT REQUIREMENTS**

A site plan/special permit application should include the following information:

- 1. Review Fee**
- 2. Ten (10) copies (original plus nine copies) of the completed application form**

3. **Ten (10)** original copies of floor and elevation plans stamped and signed by a licensed architect or engineer and drawn to scale ¼ inch = 1 foot. The elevations of buildings and structures shall be at a scale sufficient to show the following:
- Design and character of buildings and structures
  - Materials and color of all buildings and structures, including roofing, millwork, doors, railings, masonry, etc.
  - Heights of buildings and structures
  - Roofs and overhangs
  - Special design features
4. **Ten (10)** original copies of the site plan stamped and signed by a licensed land surveyor illustrating the proposed layout of the project. The site plan shall contain the necessary elements set forth on next page.

**Necessary Elements of Site Plan/Special Permit:**

Here is a checklist to help you submit a complete application, survey and plans.

A. Survey and Site Data

- Name, address, license number, seal, and signature of licensed professional who prepared the drawing
- Project Title
- School district and fire district
- Zoning district
- Suffolk County Tax Map Number(s)
- Key Map of at least one inch equals 600 feet (1" = 600')
- Plans should not exceed 24" x 36"
- North arrow and scale in comparative form
- Total acreage of property to the nearest .01 acre
- All property lines with directional bearings distances, the property's relationship to adjoining premises and public streets
- Location of all easements on, over and adjacent to the site

B. Existing Site Conditions

- Existing buildings, structures, and uses and proposed additions thereto, including finished floor elevations and ground elevations at such building, structure and the use location
- Curbs, walkways, and paving with spot elevations
- Topographic contours at two (2) foot intervals
- Flood insurance zone identification and base flood elevations
- Identification of woodlands, cleared areas, large trees, unique plant and wildlife communities and overlook areas
- Identification of cultural features, such as trails, historic buildings and sites and agricultural fields
- Identification of paleontological and archaeological remains, if known.

**NOTE:** Do not commence any archaeological fieldwork before obtaining Planning Board approval for the work.

- Identification of wetlands, watercourses, tidal waters, beaches, beach vegetation, dunes and bluffs – All natural features as defined in § 255-1-20 of the East Hampton Town Code must be flagged by the Planning Department and depicted on a guaranteed survey

C. Proposed Site Improvements

- Proposed buildings, structures, and uses and proposed additions thereto, including finished floor elevations and ground elevations at such building, structure, and the use location
- The plan should demonstrate ADA compatibility in terms of parking spaces and accessible routes to the buildings, providing spot elevations for both, and slope calculations.
- Existing and proposed coverage (building) and total coverage calculations, as defined in Section 255-1-20 of the Town Code

- Layout of existing and proposed parking and loading areas, including dimensions of spaces, aisles and street approaches, the general circulation pattern with directional movement shown
- Methods used for computing parking requirements
- Storm drainage structures, catch basins, manholes, etc.; pipe size, type, gradient, invert elevations; drainage calculations and method used for computing drainage requirements
- Cross-section details of asphalt improvements
- Change of gradient, retaining walls, curb cuts, access drives, handicap ramps, etc.
- Proposed topography or proposed spot elevations
- Extent of site clearing or disturbance and total clearing calculations required in Water Recharge or Harbor Protection Overlay Districts
- Existing and proposed sanitary waste disposal system, including septic system profile and wastewater flow calculations
- Test hole/bore data including subsurface conditions and depth to groundwater

**NOTE:** Do not dig a test hole or boring without first obtaining Planning Board approval to dig the test hole or boring.

- Existing and proposed water wells or public water lines
- Location of all existing and proposed utility lines, hydrants, fire cisterns and fire wells
- Location of all existing and proposed cable boxes, electric meters and telephone service boxes
- Location of existing and proposed exterior lighting; SEE LIGHTING PLAN BELOW
- Location and type of facility to handle solid waste and recycling and height and type of screening for the facility
- Method for maintaining or preserving natural features and/or cultural features
- Landscaping plan; SEE LANDSCAPING PLAN BELOW

**NOTE:** The applicant has the option of including any proposed landscaping and lighting on the Site Plan/Survey or a landscaping plan and/or lighting plan may be submitted separately.

## 5. Landscaping Plan

The landscaping plan shall include the following information:

- The location of existing and proposed vegetation including landscaping and areas of naturally-occurring vegetation (i.e un-cleared). The limits of existing clearing should be clearly illustrated.
- The location of screening, both vegetative and structural, such as fencing.
- A key which includes the following items:
  - Symbol or notation for each plant species
  - Common and scientific (Latin) name for each plant species
  - Quantity of plants
  - Height of plants
  - Spacing of plants

## 6. Lighting Plan (Exterior lighting)

The lighting plan shall meet all of the provisions of the Town Code as well as the Planning Board's Guidelines for Exterior Lighting and shall include the following information:

- Manufacturer's specification sheets for all proposed fixtures
- A photometric plot plan illustrating light incidence in foot-candles (fc) throughout the site. This plan shall include:
  - Location of all exterior light fixtures
  - Iso-foot-candle plots for the proposed fixtures if there are a limited number of fixtures. For many fixtures (more than four) or areas of overlap it may be necessary to include a point by point illuminance calculation as noted below
  - Point by point illuminance with foot-candle calculations in grid form at 10 foot intervals

- A summary indicating maximum, minimum and average foot-candle levels throughout the site
- Property line illuminance calculations in foot-candles
- A key which contains the following items:
  - Symbol or notation for each fixture type
  - Description (brand and model name) of fixtures
  - Quantity of fixtures
  - Fixture type (e.g. incandescent, LED, high pressure sodium, etc.)
  - Wattage of fixtures
  - Initial lumens of fixtures
  - Mounting height of fixtures
  - Control methods (e.g. motion sensor, timer, etc.)
  - Color temperature (in degrees Kelvin)
  - Light loss factor of fixtures

**NOTE:** The applicant must demonstrate that the lighting will not exceed 0.1 foot-candles at the property boundaries. All exterior light fixtures must be fully shielded as the same is defined in section 255-1-20 of the Town Code (“light fixture, fully shielded”)

## 7. Fire Department Comments

The Planning Board routes one copy of the application to the Office of the Fire Marshal for review. However, the applicant is required to obtain comments from the local Fire Department with jurisdiction in the hamlet as to whether any additional fire suppression devices will be required as a result of the project. An application cannot be scheduled for a public hearing or approved without Fire Department comments. Also, some Special Permit standards require additional review and approval of the Chief Fire Marshal before approval can be granted by the Planning Board.

## 8. Suffolk County Planning Commission Referrals

Certain applications are required by State and County law to be referred **by the Planning Board** to the Suffolk County Planning Commission for review and comments. Please note that referral to the Suffolk County Planning Commission may require the submission to the Planning Board of additional copies of completed application forms and maps.

## 9. Suffolk County Department of Health Services (SCDHS)

If Health Department approval is required for the project, it is recommended that an application be submitted to the Health Department at the earliest date. Submission of Health Department approval is a condition of Site Plan approval and must be met within the time period described in the approved Site Plan resolution. However, with certain applications, the Planning Board may require Health Department approval prior to granting a resolution for site plan approval.

**One (1) original copy** of the plan bearing the approval of the SCDHS must be submitted to the Planning Board secretary to meet this condition.

## 10. Architectural Review

Architectural Review Board (ARB) approval is required for all buildings, structures and signs proposed under Site Plans submitted to the Planning Board. The referral of one (1) copy of this application and accompanying plans, surveys etc. by the Planning Board to the ARB is automatic. Please note that the Applicant or Applicant’s agent is required to attend Architectural Review Board meetings for review of application.

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### **ADDITIONAL COMMENTS:**

It is beneficial to include a written statement with the submittal of application forms and maps to the Planning Board indicating the proposed use and a written description explaining how the site will function and operate. The Planning Board may request additional information in writing by the applicant.

Fully completed applications, along with necessary maps, plans, etc. must be submitted to the Office of the Building Inspector at Suite 104, 300 Pantigo Place East Hampton. Any further information, revised maps, plans, etc. shall be submitted to the Planning Board in Suite 103, 300 Pantigo Place East Hampton and shall be accompanied with a cover letter that is dated, includes the name of the application, identifies the materials submitted and a signature.

All submitted plans shall be folded in a fashion to fit in a legal sized (8 ½" X 14") pend-a-flex folder. Plans, maps, surveys, etc. that are not folded will not be accepted.