



Village of North Haven
335 Ferry Road
Sag Harbor, New York 11963
Ph: 631-725-1378 Fax: 631-725-1120
planningclerk@northhavenvillage.org

REQUEST TO MODIFY SUBDIVISION / SITE PLAN APPROVAL
(Prior to the Issuance of a Certificate of Occupancy)

INSTRUCTIONS: This form may NOT be used if a Certificate of Occupancy has been issued, reflecting satisfactory completions of the plans you now wish to change. If no Certificate of Occupancy has been issued, complete this form and submit to the Planning Board with the required \$500.00 fee for a proposed modification or \$1,000.00 fee for an existing change, made payable to the Village of North Haven. All modification requests **must** be accompanied by **all** revised surveys, plans or approvals that are affected by the desired modification. The Board reserves the right to request additional information if necessary, to properly evaluate this request. If additional information is required, you will be notified in writing.

Note: Plans that are larger than 11x17" must also be submitted electronically.

DATE: _____

TYPE OF APPLICATION:

_____ Site Plan: New Construction _____ Minor Subdivision
_____ Site Plan: Accessory Structure/Addition _____ Revetment

APPROVAL INFORMATION:

Planning Board Approval Date: _____

Suffolk County Tax Map #: 901- _____

Street Address: _____

Current Owner of Record: _____

CONTACT INFORMATION: (Where all correspondence is to be sent)

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

PLEASE LIST THE CHANGE(S) PROPOSED: (Attach additional sheets of paper if needed)

THE FOLLOWING PLANS ARE AFFECTED BY THE PROPOSED MODIFICATIONS AND ARE INCLUDED: (Check all that apply)

Survey Landscape Plan Grading & Drainage Plan

FAR Calculation Worksheet DEC Permit SCDOH Approval

Other: _____

REASON(S) FOR REQUEST TO MODIFY PLAN(S): (Attach additional sheets of paper if needed.)

AUTHORIZATION:

I, **the owner**, hereby authorize the Building Department, the Planning Board, and the Village's Environmental Consultant to enter the subject parcel to review the pending request for a modification. Village employees are also authorized to enter the premises to ascertain compliance with zoning and other building laws, regulations and ordinances.

Signed: _____

Date: _____

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 this instrument.

Notary Public