

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

TO: ALL APPLICANTS FOR SITE PLAN REVIEW, ZONING BOARD OF APPEALS, SUBDIVISION, ARCHITECTURAL REVIEW BOARD AND BUILDING PERMITS

SUBJECT: FEES AND APPLICATION SUBMISSIONS

Please be advised when filing applications for any of the above, all submissions must comply with the requirements set forth under the provisions of the North Haven Village Code, New York State Building & Fire Code, FEMA and any other additional instructions/documents distributed in the application package that pertain to your particular application.

As the applicant, it is your responsibility to coordinate those requirements that relate to the specifics of the property under review. An application will not be considered complete, for review by any Board, if information is missing.

Upon submission of the application, consideration will be given to the complexities of the property under review and may vary, specifically when other boards and outside agencies are involved, i.e., NYS Department of Environmental Conservation, Suffolk County Health Department, Architects, Surveyors etc.

With respect to applicable fees, including environmental and engineering review fees, the applicant is responsible for all filing, permit, environmental and engineering review fees. Permits will not be issued until all required/conditioned information is submitted, inspections when warranted, are complete and all fees are paid in full.

Date _____

Applicant/Property Owner

Property Location: _____
SCTM# _____

VILLAGE OF NORTH HAVEN

335 Ferry Road
Sag Harbor, NY 11963

Phone: 631-725-1378

Fax: 631-725-1120

SITE PLAN REVIEW APPLICATION

Date: _____

APPLICANT:

Name: _____

Address: _____

Phone: _____

PLANS PREPARED BY:

Name: _____

Address: _____

Phone: _____

Signature: _____

OWNER (If Different):

Name: _____

Address: _____

Phone: _____

ATTORNEY/AGENT:

Name: _____

Address: _____

Phone: _____

Signature: _____

Latest Deed Recorded: _____

Location of Site (Street Address): _____

Does the site front a Private, Village, State or County Road? _____ If so, name road: _____

Tax Map Description: District: _____ Section: _____ Block: _____ Lot(s): _____

Current Zoning Classification (circle one): R-1 R-2

State & Federal Permits Required (List type & appropriate department): _____

Has an EAF Part 1 been filed with the application: _____ Date: _____

Proposed use of site: _____

Total site area (square feet): _____

Anticipated construction time: _____

Will development be staged? _____

Current land use of site (residential, undeveloped, etc.): _____

Current condition of site (list buildings, areas landscaped, brush, etc.): _____

Are buildings/structures to be removed shown on survey? _____

Does this application require a variance from the Village Zoning Board of Appeals? _____

Character of surrounding lands (woods, wetlands, developed, residential, etc.): _____

Are there any encumbrances on the property, particularly right of ways, easements or use restrictions? List. _____

Estimated cost of proposed improvements: _____

Describe the proposed project including primary use. In the case of buildings, include heights, number of stories, FAR, etc.: _____

(Use separate sheet if needed)

Support Documentation Attached:

1. Application Form: (12 copies) yes () no ()
2. Environmental Assessment Form: (12 copies) yes () no ()
3. Project Narrative/Statement (12 copies): yes () no ()
4. Site Plan Application Fee: yes () no ()
5. Environmental Review Fee Deposit: yes () no ()
6. Authorization Form from Property Owner: yes () no ()
7. Agent Authorization Form from Property owner (if required): yes () no ()
8. Current Certificate of Occupancy / copy of deed yes () no ()
9. Existing Survey/Site Plan: (12 stamped originals, full size) yes () no ()
10. Proposed Survey/Site Plan: (12 stamped originals, full size) yes () no ()
11. NYS DEC Permit with Stamped DEC Approved Plan: (12 copies) yes () no ()
12. Suffolk County Health Department Approval (if required)
If no, has an application been submitted to the SCDOH? _____ yes () no ()
13. FAR Calculation Worksheet: (approved by Village Building Inspector) yes () no ()
14. Grading Plan: (12 stamped originals, full size) yes () no ()
15. Landscape Plan: (12 stamped originals, full size) yes () no ()
16. Drainage Plan: (12 stamped originals, full size) yes () no ()
17. Sanitary Plan: (12 stamped originals, full size) yes () no ()
18. Floor Plans, Elevations: 1 full size, 11 reduced size (11x17) yes () no ()

I hereby depose and certify that all of the above statements of information and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.

Owner's Signature

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

AUTHORIZATION

The undersigned being the owner of the property described within this application hereby authorizes the members of the Planning Board of the Village of North Haven and their agents to enter upon the subject property for the purpose of inspection of such property in connection with the site plan application submitted.

Date

Owner's Signature

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 Signature

INCORPORATED VILLAGE OF NORTH HAVEN

335 FERRY ROAD, NORTH HAVEN

SAG HARBOR, NEW YORK 11963

631-725-1378

AGENT AUTHORIZATION

The undersigned are the sole owners of the premises located at _____,
North Haven, New York, (SCTM#: _____/_____/_____/_____) and hereby
authorize _____ to apply for and obtain:

Check as applicable:

- (a) Building permit _____
- (b) Certificate of Occupancy _____
- (c) Zoning Variance _____
- (d) Site Plan Approval _____
- (e) Subdivision Approval _____
- (f) Other _____

(Describe)

The undersigned hereby hold harmless and indemnify the Village of North Haven, including its agencies, officials and employees, against any claim, cost or expense, including attorneys fees, by reason of their reliance upon this authorization.

Dated: _____

Sign Here: _____

Print Name _____

Sign Here: _____

Print Name _____

On the _____ day of _____, 20____ before me, the undersigned
personally appeared _____, personally
known to me or proved to me on the basis of satisfaction evidence to be the individual(s)
whose name(s) is/are subscribed to the within 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) acted, executed the instrument.

Notary Public

VILLAGE OF NORTH HAVEN

335 Ferry Road
Sag Harbor, NY 11963

Phone: 631-725-1378

Fax: 631-725-1120

- Minimum Submission Requirements -
for
SITE PLAN APPLICATIONS & SUBMITTED DRAWINGS

Applicant:
Property Address:
SCTM:
Date:

MINIMUM REQUIRED APPLICATION FORMS:

	YES	NO	*N/A
Completed Site Plan Review Application (12 copies)			
Completed Environmental Assessment Form Part 1 (12 copies)			
Completed Authorization from Property Owner			
Completed FAR Calculation Sheet (Prepared by Licensed Design Professional & Reviewed by Village Building Inspector)			
Application Fee - \$1,500.00 (new construction/revetments) or \$800.00 (addition, alterations and accessory structures)			
Environmental Review Fee Deposit - \$2,500.00			

SITE PLAN/SURVEY - MINIMUM LEGAL AND BASIC DATA:

	YES	NO	*N/A
Stamped, Signed and Guaranteed Drawing Prepared and/or Updated by Licensed NYS Surveyor within the Past Three (3) Years – provide 12 originals			
Scale: 1" = 30' or 1" = 40'			
Basic Legal Data: Current Owner of Record, Date, North Arrow, Property Lines, Property Description, Existing Lot Area, Adjacent Streets and Curblines (location and names), Adjacent Land and Current Ownership, Existing Zoning, MHW, MLW, etc.			
Any/All Easements, Covenants, Restrictions Affecting the Property			

*Not Applicable

SITE PLAN APPLICATIONS & SUBMITTED DRAWINGS

Minimum Submission Requirements - page 2

SITE PLAN/SURVEY - EXISTING CONDITIONS & EXISTING DATA:

	YES	NO	*N/A
Existing Topography/Contours - 2' Contour Interval, Minimum			
All Existing Structures and Utilities (Buildings, Walkways, Patios, Decks, Driveway, Swimming Pools, Courts, Fences, Walls, Bulkheads, Docks, Retenments, Pool Equipment, Sheds, Sanitary Systems, Wells, Water Lines, Culverts, Drainage Structures, Drywells, Utility Poles, etc.)			
Minimum Existing Setbacks of Existing Buildings, Structures and Sanitary Systems to Lot Lines and Unique Natural Features (Wetlands, Bluffs, etc.)			
Existing Wetland Boundary, Bluff Crest and/or Any Other Unique Environmental, Cultural, and/or Historic Feature as Determined by Qualified Individual			
Current FEMA Flood Zone Boundaries (If Property is Located in a Flood Zone, Provide Existing Finished Floor Elevation and Minimum Required Finished Floor Elevation as per Chapter 85 of the Village Code)			
Existing Limit of Cleared Boundary and Existing Cleared Area Calculation Demonstrating Relationship to Chapter 163 of the Village Code			
Existing Lot Coverage Calculation as per Chapter 163 of the Village Code			
Existing Test Hole Data (Extending to Groundwater or Conforming to SCDHS Requirements)			

SITE PLAN/SURVEY - PROPOSED CONDITIONS & PROPOSED DATA:

	YES	NO	*N/A
Proposed Topography/Contours - 2' Contour Interval, Minimum			
Proposed Cut and/or Fill Volumes, Calculations, Prepared by NYS Licensed Surveyor, Engineer, Architect and/or Landscape Architect			
All Proposed Structures and Utilities (Buildings, Walkways, Patios, Decks, Driveways, Swimming Pools, Courts, Fences, Walls, Bulkheads, Docks, Retenments, Pool Equipment, Sheds, Sanitary Systems, Wells, Water Lines, Culverts, Drainage Structures, Drywells, Utility Poles, etc.)			
Minimum Proposed Setbacks of all Proposed Buildings, Structures and Sanitary Systems to Lot Lines and Unique Natural Features (Wetlands, Bluffs, etc.)			
Proposed First Floor Elevation			

SITE PLAN APPLICATIONS & SUBMITTED DRAWINGS
 Minimum Submission Requirements - page 3

SITE PLAN/SURVEY - PROPOSED CONDITIONS & PROPOSED DATA continued:

	YES	NO	*N/A
Proposed Limit of Clearing Boundary and Proposed Cleared Area Calculation Demonstrating Relationship to Chapter 163 of the Village Code			
Proposed Limit of Site Disturbance (In Many Cases this is the Proposed Limit of Clearing)/Proposed Project Limiting Fencing			
Proposed Lot Coverage Calculation as per Chapter 163 of the Village Code			

SEPARATE PLANS OFTEN REQUIRED TO SUPPLEMENT THE APPLICATION:

	YES	NO	*N/A
Grading Plan (Prepared by a Licensed Design Professional) – 12 stamped originals			
Landscape Plan (Identify mature trees, trees proposed to be removed; Identify Species, Quantity, Size and Location of proposed plantings. Prepared by a Licensed Design Professional)– 12 stamped originals			
Drainage Plan (Prepared by a Licensed Design Professional), Including Drainage Calculations for Roof and Driveway Runoff – 12 stamped originals			
Sanitary Plan (Prepared by a Licensed Design Professional) – 12 stamped originals			
Floor Plans, Elevations (Prepared by a Licensed Design Professional) 1 full size, 11 reduced			

MISCELLANEOUS INFORMATION OFTEN REQUESTED BY THE VILLAGE:

	YES	NO	*N/A
Copy of Existing Certificate of Occupancy			
Project Narrative/Statement			
Copy of Deed for the Property			
New York State DEC Permit or Letter of Non-Jurisdiction			
Suffolk County Health Department Approval			

Note: PLANNING BOARD RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION, WHEN DEEMED NECESSARY FOR THEIR REVIEW OF THE SUBMITTED APPLICATION. IN ADDITION, YOUR APPLICATION SUBMISSION MUST BE DEEMED COMPLETE AND MEET THE CONSISTENCY STANDARDS SET FORTH BY THE NORTH HAVEN PLANNING BOARD, PRIOR TO ANY MEETING SCHEDULED FOR REVIEW AND ANALYSIS OF YOUR APPLICATION.

 Date
 Rev. 2/16/2024

 Owner's Signature