

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

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## 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: 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) yes ( ) no ( )
- 10. Proposed Survey/Site Plan: (12 stamped originals) yes ( ) no ( )
- 11. NYS DEC Permit with Stamped DEC Approved Plan: (12 copies) yes ( ) no ( )
- 12. Suffolk County Health Department Approval (if required) yes ( ) no ( )  
If no, has an application been submitted to the SCDOH? \_\_\_\_\_
- 13. FAR Calculation Worksheet: (approved by Village Building Inspector) yes ( ) no ( )
- 14. Grading Plan: (12 stamped originals) yes ( ) no ( )
- 15. Landscape Plan: (12 stamped originals) yes ( ) no ( )
- 16. Drainage Plan: (12 stamped originals) yes ( ) no ( )
- 17. Sanitary Plan: (12 stamped originals) yes ( ) no ( )
- 18. Floor Plans, Elevations: 1 copy 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

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Phone: 631-725-1378

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- 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 applications) or \$5,000.00 (revetments)			

**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 (If Proposed Residence is Located in an Applicable FEMA Flood Zone)			



**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 Species, Quantity, Size and Location. 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 copy			

**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			
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

\_\_\_\_\_ Owner's Signature