

SITE PLAN APPLICATION

Submission Requirements

The following items are required for a complete site plan application submission:

- Site Plan Application Form (2 pages)
- Applicant's Affidavit (1 page)
- Agent Authorization (if applicable)
- Environmental Assessment Form (EAF- Part One)
- Payment to Town of Southold (see 280-138 for fee schedule)
- Survey Prepared by Licensed Surveyor or Civil Engineer
- Existing Site Conditions (can be part of survey)
- Nine Copies of Site Development Plan (see appendix for requirements)
- Grading and Drainage Plan with Calculations (if not included in site plan)
- Existing Site Conditions Plan
- Proposed Landscape Plan (if not included in site plan)
- Architectural Review Materials to Include:
2 sets of construction plans with elevation details & lighting details, samples of material, colors, type of roofing and siding. See the Architectural Review Committee Check List.
- Scaled Sketch of Sign Showing Color, Material Type, and Sign Lighting Details
- Notice of Disapproval from Building Department (See Town Code Section 280-130)
- LWRP Consistency Assessment Form (five pages)

NOTE: See the Site Plan Application Guide for further information.

**TOWN OF SOUTHOLD PLANNING BOARD
SITE PLAN APPLICATION**

SECTION A: Site Plan Name and Location

Site Plan Name: _____ Application Date: ____/____/____

Suffolk County Tax Map #1000-____ - ____ - ____

Other SCTM #s: _____

Street Address: _____ Hamlet: _____

Distance to nearest intersection: _____

Type of Site Plan: _____ New _____ Amended _____ Residential

If Amended, last approval date: ____/____/____

SECTION B: Owners/Agent Contact Information

Please list name, mailing address, and phone number for the people below:

Property Owner _____
Street _____
City _____ State _____ Zip _____
Home Telephone _____ Other _____

Applicant _____
Street _____
City _____ State _____ Zip _____
Home Telephone _____ Other _____

Applicant's Agent or Representative:
Contact Person(s)* _____
Street _____
City _____ State _____ Zip _____
Office Telephone _____ Other _____

*Unless otherwise requested, correspondence will be sent only to the contact person noted here.

SECTION C: Site Data

Proposed construction type: _____New _____Modification of Existing Structure _____Agricultural
Change of use_____

Property total acreage or square footage: _____ac./sq. ft.

Site Plan build-out acreage or square footage: _____ac./sq. ft.

Is there an existing or proposed Sale of Development Rights on the property? Yes ____ No ____

If yes, explain: _____

Property Zoning District(s): _____

Building Department Notice of Disapproval Date: ____/____/____

Is an application to the Southold Town Zoning Board of Appeals required? Yes ____ No ____

If yes, have you submitted an application to the ZBA? Yes ____ No ____

If yes, attach a copy of the application packet.

Show all uses proposed and existing. Indicate which building will have which use. If more than one use is proposed per building, indicate square footage of floor area per use.

List all existing property uses: _____

List all proposed property uses: _____

Other accessory uses: _____

Existing lot coverage: _____% Proposed lot coverage: _____%

Gross floor area of existing structure(s): _____sq. ft. Gross floor area of proposed structure(s): _____

Parking Space Data:

of existing spaces: _____ # of proposed spaces: _____ Loading Berth: Yes ____ No ____

Landscaping Details:

Existing landscape coverage: _____% Proposed landscape coverage: _____%

Waterfront Data:

Is this property within 500' of a wetland area? Yes ____ No ____ If yes explain: _____

I, the undersigned, certify that all the above information is true.

Signature of Preparer: _____ Date: _____