

Please read the "Land Use and Zoning Regulations" booklet

Design Review Board  
Incorporated Village of East Hampton  
www.easthamptonvillage.org  
DESIGN AND SITE PLAN APPLICATION

- Historic District
- Non-Residential Special Permit
- Limited Office District
- Commercial/Manufacturing

APPLICANT

OWNER (if different)

Name \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Letter of owner's authorization attached if application submitted by an agent

APPLICANT'S ATTORNEY OR AGENT

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

ENCLOSURES

Fee \$500 plus .10 cents  
per square foot of  
proposed floor area and  
all proposed improvements  
to paved areas pursuant  
Chapter 121

APPLICANT'S SURVEYOR/ENGINEER

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Preliminary building  
plans and elevations  
(10 copies)

Preliminary site plan  
(10 copies)



8. Amount of land affected:  
Initially \_\_\_\_\_ Ultimately \_\_\_\_\_
9. Will proposed action comply with existing zoning or other existing land use restrictions?  Yes  No If no, describe briefly:
10. What is present land use in vicinity of project?  
 Residential  Industrial  Commercial  
 Agricultural  Park/Forest/Open Space  
 Other (describe):
11. Does action involve a permit approval now or ultimately from any other agency?  Yes  No  
If yes, list agency(s) and permit/approval:
12. Does any aspect of the action have a currently valid permit or approval?  
 Yes  No
13. As a result of proposed action will existing permit/approval require modification?  Yes  No

### POLICIES

1. Has landscaping been planned to prevent the unnecessary destruction or blighting of the natural or cultural landscape or of the achieved man-made environment?  Yes  No
2. Do structures and open spaces relate harmoniously to the terrain and to existing buildings that have a visual relationship to the proposed development?  
 Yes  No
3. Have appropriate pedestrian and vehicular access, interior traffic circulation, loading facilities, servicing and parking been provided for?  Yes  
 No

4. Are parking areas located to the rear of the structure?  
 Yes  No
5. Are parking areas screened from adjoining properties and public view?  
 Yes  No
6. Are parking areas adequately drained?  Yes  No
7. If site is located adjacent to a dwelling or residential zone, has appropriate buffer landscaping and natural screening and fencing been provided?  
 Yes  No
8. Have large trees and the unique natural features of the site been preserved?  
 Yes  No
9. Has provision been made for the following:
  - a. surface water drainage?  Yes  No
  - b. sound buffers?  Yes  No
  - c. sight buffers?  Yes  No
  - d. preservation of views, light, air?  Yes  No
10. Does plan comply with sign and billboard control provisions?  Yes  
 No
11. If a store or stores, does the color relate to existing stores and to the environment?  Yes  No
12. Are exterior materials either clapboard, natural wood, shingles or brick, all with trim?  Yes  No

CHECKLIST  
 for  
 SITE PLAN APPLICATION

The following items are required for a complete application. Please check items satisfied or mark N/A if not applicable. All spaces should be marked.

## Elements of Submission

- \_\_\_ Fee of \$500 plus .10 cents per square foot of proposed floor area and all proposed improvements to paved areas
- \_\_\_ 10 copies of all plans
- \_\_\_ up-to-date, guaranteed survey by licensed surveyor

## Requirements of Drawings

### SURVEY to show:

- \_\_\_ area 50 feet beyond property lines
- \_\_\_ north arrow
- \_\_\_ scale
- \_\_\_ parcel size
- \_\_\_ bearings and distances
- \_\_\_ relation of property to that adjoining
- \_\_\_ Suffolk County tax map number
- \_\_\_ date
- \_\_\_ licensed surveyor

### Existing conditions

- \_\_\_ wetlands as flagged
- \_\_\_ wetlands code setback lines
- \_\_\_ area landscaped and/or fertilized within 125 feet of wetlands
- \_\_\_ buildings and structures
- \_\_\_ impervious surfaces
- \_\_\_ sanitary system
- \_\_\_ topographic information at 2 foot intervals
- \_\_\_ unique or unusual land forms
- \_\_\_ easements
- \_\_\_ deed restrictions
- \_\_\_ roads, driveways
- \_\_\_ right-of-ways
- \_\_\_ woodlands
- \_\_\_ agricultural lands
- \_\_\_ water bodies
- \_\_\_ unvegetated areas

- \_\_\_ flood plain boundaries and designations
- \_\_\_ coastal erosion boundary
- \_\_\_ utilities

Proposed conditions

- \_\_\_ landscaping
- \_\_\_ improvements
- \_\_\_ impervious surfaces
- \_\_\_ sanitary system
- \_\_\_ test hole information
- \_\_\_ depth to water table

NOTE: Preliminary floor plans and elevations may be schematic. Final plans must be detailed. Both preliminary and final plans are to show the following elements:

BUILDING PLANS to show:

- \_\_\_ scale
- \_\_\_ dimensions
- \_\_\_ height
- \_\_\_ square footage of improvements
- \_\_\_ materials
- \_\_\_ room use
- \_\_\_ gross floor area
- \_\_\_ clearly indicated existing/proposed conditions
- \_\_\_ percentage expansion of buildings
- \_\_\_ off-street parking
- \_\_\_ number of units
- \_\_\_ required setback line
- \_\_\_ date
- \_\_\_ preparer's signature

EXTERIOR ELEVATIONS to show:

- \_\_\_ all four sides of structures indicating the form and general treatment

## SITE PLAN to show

### Existing/proposed conditions for all elements

- \_\_\_ north arrow
- \_\_\_ scale; less than 2 acres, 1"=20'; more than 2 acres, 1"=40'
- \_\_\_ dimensions, orientation and size of each lot or plot to be developed, built upon or otherwise used
- \_\_\_ layout of the entire project and its relation to surrounding properties and their existing buildings
- \_\_\_ location and dimensions of present and proposed street and highway dedications required to handle the traffic generated by the proposed development and its proposed uses
- \_\_\_ location of points of entry and exit for motor vehicles and the internal vehicular circulation pattern, curb cuts
- \_\_\_ paved areas, location and layout including off-street parking and loading facilities
- \_\_\_ drainage facilities
- \_\_\_ parking
- \_\_\_ topography
- \_\_\_ screening - species and sizes
- \_\_\_ landscaping
- \_\_\_ construction - size, shape and location
- \_\_\_ indication of the proposed use of construction shown on the site
- \_\_\_ location of walls, fences and railings, indicating height and construction materials
- \_\_\_ exterior lights, indicating location, type of fixture, direction of light, and intensity of bulbs to enable review of possible hazards and disturbances to the public and adjacent properties
- \_\_\_ indication of other potential disturbances to the public and adjacent properties due to noise or odors to be emitted from the proposed development and its proposed use
- \_\_\_ description of all exterior construction materials with color samples

