John M. Bredemeyer III, President
Michael J. Domino, Vice-President
James F. King, Trustee
Dave Bergen, Trustee
Charles J. Sanders, Trustee

Town Hall Annex
54375 Main Road
P.O. Box 1179
Southold, New York 11971-0959

Telephone (631) 765-1892
Fax (631) 765-6641

BOARD OF TOWN TRUSTEES
TOWN OF SOUTHOLD

WETLAND or WETLAND-COASTAL EROSION APPLICATION CHECKLIST

Completed Application – Original plus three (3) copies containing all of the following:

- ☐ Detailed project description (pgs. 2, 6, & 16) including dimensions or square footage of all proposed or existing structures. See § 275-6.
- ☐ Short Environmental Assessment Form through pg. 3 (Part 2 - for office use only).
- ☐ Authorization Form to be completed and notarized by current property owner.
- ☐ Agent Authorization (where applicant is not the owner) to be completed by current property owner.
- ☐ Applicant/Agent/Representative Transactional Disclosure Form to be completed by homeowner and any agent/representative.
- ☐ LWRP Consistency Assessment Form.
- ☐ Survey of property in its current state. See § 275-6.
- ☐ Project Plan must be to scale, with dimensions and a side elevation view. See § 275-6.
- ☐ Photographs current photos of subject area. See § 275-6.
- ☐ Application Fee for a Wetland Permit is $250.00. Application fee for a Wetland Permit & a Coastal Erosion Permit is $500.00. Check made payable to: Town of Southold.

  - ➢ The applicant is responsible for staking/marking out the proposed project prior to the date of the Board of Trustee Field Inspection.
  - ➢ Upon receipt of a completed application to this office, the project will be reviewed by the Building Department. If the project requires a Zoning Board of Appeals variance, the application will be held until a determination is made by the ZBA.

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BOARD OF TOWN TRUSTEES
TOWN OF SOUTHOLD

APPLICATION INSTRUCTIONS IN ACCORDANCE WITH CHAPTER 275 – WETLANDS & SHORELINE CHAPTER 111 – COASTAL EROSION HAZARD AREA LAW

§ 275-6. Application.

A. Contents of application. A permit may be issued upon the written, verified application of the person proposing to perform operations on wetlands. Four copies of the complete application, including all written descriptions, pictures and surveys, shall be submitted to the office of the Trustees. Such application shall contain the following information: [Amended 10-11-2005 by L.L. No. 17-2005; 2-14-2012 by L.L. No. 3-2012; 10-9-2012 by L.L. No. 12-2012]

(1) The name and address of the applicant and the source of the applicant's right to perform such operations (e.g., whether applicant is the owner, lessee, licensee, contractor, etc.). In all cases where the applicant is not the owner of the premises where such operations are proposed to be conducted, the notarized consent of the owner, duly acknowledged, must be attached to said application.

(2) At the discretion of the Trustees, a schedule for the proposed activities with a completion date.

(3) The purpose of the proposed operations.

(4) The amount of material proposed to be removed or deposited, and/or the type, size and location of any proposed structure.

(5) A description of the area from which the removal or in which the deposit of material is proposed, or in which structures are to be erected. The description shall be appropriately referenced to a permanent reference point or monument.

(6) The depth to which the removal or the deposit of material is proposed throughout the area of operations, and the proposed angle of repose of all slopes.

(7) The manner in which the material will be removed or deposited, or structures erected.

(8) Such application shall be accompanied by a survey and topographical map, created no more than five years prior to the date of application, with contours at two-foot intervals, showing all wetlands within a two-hundred-foot radius of the area from which the removal or in which the deposit of materials is proposed, or in which structures are to be erected, certified by a registered land surveyor or registered professional engineer, licensed by the State of New York. Such survey and topographical map shall show the soundings of the area in which operations are proposed to be conducted. The horizontal control of said survey shall be based on an approved local coordinate

system. The vertical control for elevations shall be based on the United States Coast and Geodetic Survey datum. [Amended 10-11-2005 by L.L. No. 17-2005]

(9) A statement of the effect, if any, on the wetlands and tidal waters of the Town that may result by reason of such proposed operations.

(10) A statement describing any known prior operations conducted on the premises in question and whether any prior licenses or permits have been issued to erect structures or to dredge or deposit fill on said premises and whether any such permits or licenses were ever revoked or suspended by a governmental agency.

(11) Documentary proof of permits that have been applied for, are pending, and have been granted, including but not limited to NYSDEC, Suffolk County Health Department, USACOE.

(12) A description of how the proposed activities will be mitigated, including erosion control, replanting and restoration, designated points of access. All proposed operations will be clearly defined on a survey and described in a project narrative. The Trustees reserve the right to require specific replanting and restoration methods. Any replanting and restoration guidelines shall be in keeping with guidelines set by the Town of Southold.

(13) Current photos of the subject area showing the proposed area of operations from at least two opposite directions. Each photo should be labeled with the date, time and direction. The location of the photos shall be noted on the survey, project plan or provided on a separate sketch map.

(14) Drainage upgrade. In addition to the requirements of Chapter 236, non-administrative applications may require submittal of a drainage upgrade plan. This plan must indicate how all existing and proposed on-site drainage from a two-inch rainfall is retained within the subject parcel landward of the wetland boundary. Retention can include but is not limited to infiltration or impoundment. All drainage plans shall show the calculations used to develop the plan. At the discretion of the Board said plans may require certification from a licensed engineer.

(15) All permit applicants shall submit to the Board of Trustees an affidavit signed by the owner of the project property which indemnifies and saves harmless the Town of Southold from any claims arising out of or connected with operations under the permit and from all acts, omissions, commissions or negligence on the part of the applicant, his agents or employees, in such form as shall be approved by the Town Attorney.

(16) An ethical disclosure statement as provided by the Town of Southold relating to applications for permits and other governmental requests.

(17) A statement indicating that submission of false information will result in rejection of the application and may subject the applicant to criminal sanctions.

(18) A completed Local Waterfront Revitalization Program Consistency Assessment Form. [Added 10-11-2005 by L.L. No. 17-2005]

(19) A stormwater management control plan consistent with the requirements of Chapter 236, Stormwater Management, of this Code, if required. The Stormwater Management Control Plan shall meet the performance and design criteria and standards in Chapter 236, Stormwater Management.

B. Waiver of certain requirements. The Trustees, upon request of the applicant for a permit, may waive, in whole or in part, the provisions of Article II, § 275-6A(8), (11), (14) or § 275-11A(2) where it finds that the nature of the proposed operations is such that the requirements of such provisions are not necessary for a proper consideration of a permit application. The resolution providing for the waiver shall clearly indicate why the waiver was granted. Notwithstanding the

foregoing, a waiver of the requirements of §275-6A(14) shall not relieve the applicant of the obligations to comply with the requirements of Chapter 236.

§ 275-7. Fees.

A. Every non-administrative application for a wetlands permit filed with the office of the Trustees shall be accompanied by a filing fee of $250, which includes the first site visit, no portion of which shall be refundable. The fee for an administrative permit shall be $100. For structures, activities or operations that have been previously built without a permit, the fee will be doubled. If a pre-application site visit is requested, the fee shall be $50, which may be applied to an application fee for a wetlands permit made within six months of the site visit and which application involves activities that were the subject of the site visit. [Amended 10-11-2005 by L.L. No. 17-2005; 10-9-2012 by L.L. No. 12-2012]

B. In addition to the filing fee, the Trustees, upon the adoption of a resolution authorizing the issuance of a permit, shall determine the amount of the inspection fees to be paid by the applicant to the Clerk upon the issuance of a permit. Inspection fee costs will be based on $50 per site visit.

C. Pursuant to New York State law, all costs incurred by the Town for SEQRA review shall be paid by the applicant.

D. Consultant fee. The Board, at its discretion, depending on the scale and potential impact of proposed operations, is authorized to require the posting of a consultant fee by an applicant. This fee shall be used to hire an independent, expert consultant to investigate the site for the proposed project and to examine the plans or other information submitted by the applicant to assist the Board in evaluating potential adverse impacts upon a resource area by the proposed project. The Board, in its discretion, will determine whether the complexity of the activity, the difficulty in determining the threat to the resource areas or the size of the request or project involves and requires more information and analysis than can reasonably be supplied to the Board without independent technical professional assistance.

(1) The Board may require the payment of the consultant fee at any time in the deliberations prior to a final decision.

(2) The consultant fee may be required for expert opinion regarding, but not limited to, wetland resource area surveys and delineations, analysis of resource area values, wetland resource area reports, hydrological and drainage analysis, wildlife habitat analysis, shellfish surveys, and environmental land use law, or any of the following:

(a) Placement, removal or grading of at least 50 cubic yards of material;

(b) Five hundred square feet or greater alteration of a resource area;

(c) Shoreline or bank alteration to a coastal or inland waterway;

(d) Five hundred square feet or greater alteration to land in a naturally vegetated condition that constitutes a resource buffer area.

(e) Discharge of any pollutants into or contributing to surface or groundwater of the resource area;

(f) Construction of any stormwater control facility, or water control structure.

E. Dock and float fee. Every application for a new dock or float shall include a fee equal to $3 per foot of linear length for residential and commercial docks as set by the Town Board. Commercial docks are any structures that are rented, leased or otherwise used to generate income, including, but not limited to, those structures located on properties zoned M1 and M2. [Added 10-11-2005 by L.L. No. 17-2005; amended 3-23-2010 by L.L. No. 1-2010; 10-9-2012 by L.L. No. 12-2012]

F. Dredging fee. Every application for a permit for dredging within Town-owned underwater lands shall include a fee equal to $10 per cubic yard as set by the Town Board based on the amount of cubic yard of dredge spoil to be removed. [Added 12-18-2007 by L.L. No. 23-2007]

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BOARD OF TOWN TRUSTEES
TOWN OF SOUTHOLD

Office Use Only

___Coastal Erosion Permit Application
___Wetland Permit Application
___ Administrative Permit
___Amendment/Transfer/Extension
___Received Application: _____
___Received Fee: $_____
___Completed Application: _____
___Incomplete: _____
___SEQRA Classification:
Type I____ Type II____ Unlisted_____
___Coordination:(date sent): _____
___LWRP Consistency Assessment Form: _____
___CAC Referral Sent: _____
___Date of Inspection: _____
___Receipt of CAC Report: _____
___Lead Agency Determination: _____
___Technical Review: _____
___Public Hearing Held: _____
___Resolution: _____

Name of Applicant: _____

Mailing Address: _____

_____ Phone Number: _____

Suffolk County Tax Map Number: 1000 - _____

Property Location:_____

_____
(provide LILCO Pole #, distance to cross streets, and location)

AGENT: _____
(If applicable)

Address: _____

_____ Phone: _____

Board of Trustees Application

GENERAL DATA

Land Area (in square feet): _____

Area Zoning: _____

Previous use of property: _____

Intended use of property: _____

Covenants and Restrictions on property? _____Yes _____No
If "Yes", please provide a copy.

Will this project require a Building Permit as per Town Code? _____Yes _____No
If "Yes", be advised this application will be reviewed by the Building Dept. prior to a Board of Trustee review and Elevation Plans will be required.

Does this project require a variance from the Zoning Board of Appeals? _____Yes _____No
If "Yes", please provide copy of decision.

Will this project require any demolition as per Town Code or as determined by the Building Dept.?
_____Yes _____No

Does the structure (s) on property have a valid Certificate of Occupancy? _____Yes _____No

Prior permits/approvals for site improvements:

Agency	Date
_____	_____
_____	_____
_____	_____

_____ No prior permits/approvals for site improvements.

Has any permit/approval ever been revoked or suspended by a governmental agency?_____ No_____ Yes

If yes, provide explanation: _____

_____

Project Description (use attachments if necessary): _____

_____

_____

_____

WETLAND/TRUSTEE LANDS APPLICATION DATA

Purpose of the proposed operations: _____

_____

_____

Area of wetlands on lot: _____ square feet

Percent coverage of lot: _____%

Closest distance between nearest existing structure and upland edge of wetlands: _____ feet

Closest distance between nearest **proposed** structure and upland edge of wetlands: _____ feet

Does the project involve excavation or filling?

_____ No _____ Yes

If yes, how much material will be excavated? _____ cubic yards

How much material will be filled? _____ cubic yards

Depth of which material will be removed or deposited: _____ feet

Proposed slope throughout the area of operations: _____

Manner in which material will be removed or deposited: _____

_____

_____

_____

Statement of the effect, if any, on the wetlands and tidal waters of the town that may result by reason of such proposed operations (use attachments if appropriate):

_____

_____

_____

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:	Telephone: E-Mail:		
Address:			
City/PO:	State:	Zip Code:	

	NO	YES
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.	☐	☐
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:	☐	☐

3.a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

4. Check all land uses that occur on, adjoining and near the proposed action.
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____
☐ Parkland

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO ☐	YES ☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		NO ☐	YES ☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO ☐	YES ☐
b. Are public transportation service(s) available at or near the site of the proposed action?		☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		☐	☐
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies:		NO ☐	YES ☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO ☐	YES ☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO ☐	YES ☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO ☐	YES ☐
b. Is the proposed action located in an archeological sensitive area?		☐	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO ☐	YES ☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		☐	☐
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO ☐	YES ☐
16. Is the project site located in the 100 year flood plain?		NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES		NO ☐	YES ☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES			

	NO	YES
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☐	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Town of Southold - Board of Trustees	
Name of Lead Agency	Date
	President
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

PROOF OF MAILING OF NOTICE
ATTACH CERTIFIED MAIL RECEIPTS

Name: Address:

STATE OF NEW YORK
COUNTY OF SUFFOLK

_____, residing at _____
_____, being duly sworn, deposes and says that on the
_____ day of _____, 20___, deponent mailed a true copy of the Notice set forth in the Board of Trustees Application, directed to each of the above named persons at the addresses set opposite there respective names; that the addresses set opposite the names of said persons are the address of said persons as shown on the current assessment roll of the Town of Southold; that said Notices were mailed at the United States Post Office at _____, that said Notices were mailed to each of said persons by **CERTIFIED MAIL/RETURN RECEIPT.**

_____

Sworn to before me this _____
Day of _____, 20_____

_____
Notary Public

NOTICE TO ADJACENT PROPERTY OWNER

BOARD OF TRUSTEES, TOWN OF SOUTHOLD

In the matter of applicant:

_____SCTM#_____

YOU ARE HEREBY GIVEN NOTICE:

1. That it is the intention of the undersigned to request a Permit from the Board of Trustees to:

2. That the property which is the subject of Environmental Review is located adjacent to your property and is described as follows:

3. That the project which is subject to Environmental Review under Chapters 96,111 and/or 275 of the Town Code is open to public comment on:

   DATE: _____

You may contact the Trustees Office at 765-1892 or in writing.

The above-referenced proposal is under review of the Board of Trustees of the Town of Southold and does not reference any other agency that might have to review same proposal.

PROPERTY OWNERS NAME: _____
MAILING ADDRESS: _____
PHONE #: _____

AGENT: _____
MAILING ADDRESS: _____
PHONE #:_____

Enc: Copy of sketch or plan showing proposal for your convenience.

AFFIDAVIT

_____BEING DULY SWORN DEPOSES AND AFFIRMS THAT HE/SHE IS THE APPLICANT FOR THE ABOVE DESCRIBED PERMIT(S) AND THAT ALL STATEMENTS CONTAINED HEREIN ARE TRUE TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF, AND THAT ALL WORK WILL BE DONE IN THE MANNER SET FORTH IN THIS APPLICATION AND AS MAY BE APPROVED BY THE SOUTHOLD TOWN BOARD OF TRUSTEES. THE APPLICANT AGREES TO HOLD THE TOWN OF SOUTHOLD AND THE BOARD OF TRUSTEES HARMLESS AND FREE FROM ANY AND ALL DAMAGES AND CLAIMS ARISING UNDER OR BY VIRTUE OF SAID PERMIT(S), IF GRANTED. IN COMPLETING THIS APPLICATION, I HEREBY AUTHORIZE THE TRUSTEES, THEIR AGENT(S) OR REPRESENTATIVES, INCLUDING THE CONSERVATION ADVISORY COUNCIL, TO ENTER ONTO MY PROPERTY TO INSPECT THE PREMISES IN CONJUNCTION WITH THIS APPLICATION, INCLUDING A FINAL INSPECTION. I FURTHER AUTHORIZE THE BOARD OF TRUSTEES TO ENTER ONTO MY PROPERTY AND AS REQUIRED TO INSURE COMPLIANCE WITH ANY CONDITION OF ANY WETLAND OR COASTAL EROSION PERMIT ISSUED BY THE BOARD OF TRUSTEES DURING THE TERM OF THE PERMIT.

_____
Signature of Property Owner

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____

_____
Notary Public

AUTHORIZATION

(where the applicant is not the owner)

I, _____ residing at _____
(print name of owner of property) (mailing address)

_____ do hereby authorize _____
(Agent)

_____ to apply for permit(s) from the

Southold Board of Town Trustees on my behalf.

_____
(Owner's signature)

APPLICANT/AGENT/REPRESENTATIVE TRANSACTIONAL DISCLOSURE FORM

The Town of Southold's Code of Ethics prohibits conflicts of interest on the part of town officers and employees. The purpose of this form is to provide information which can alert the town of possible conflicts of interest and allow it to take whatever action is necessary to avoid same.

YOUR NAME: _____
(Last name, first name, middle initial, unless you are applying in the name of someone else or other entity, such as a company. If so, indicate the other person's or company's name.)

NAME OF APPLICATION: (Check all that apply.)

Tax grievance	_____	Building	_____
Variance	_____	Trustee	_____
Change of Zone	_____	Coastal Erosion	_____
Approval of plat	_____	Mooring	_____
Exemption from plat or official map	_____	Planning	_____

Other
(If "Other", name the activity.) _____

Do you personally (or through your company, spouse, sibling, parent, or child) have a relationship with any officer or employee of the Town of Southold? "Relationship" includes by blood, marriage, or business interest. "Business interest" means a business, including a partnership, in which the town officer or employee has even a partial ownership of (or employment by) a corporation in which the town officer or employee owns more than 5% of the shares.

YES _____ NO _____

If you answered "YES", complete the balance of this form and date and sign where indicated.

Name of person employed by the Town of Southold _____
Title or position of that person _____

Describe the relationship between yourself (the applicant/agent/representative) and the town officer or employee. Either check the appropriate line A) through D) and/or describe in the space provided.

The town officer or employee or his or her spouse, sibling, parent, or child is (check all that apply):

_____A) the owner of greater than 5% of the shares of the corporate stock of the applicant (when the applicant is a corporation);
_____B) the legal or beneficial owner of any interest in a non-corporate entity (when the applicant is not a corporation);
_____C) an officer, director, partner, or employee of the applicant; or
_____D) the actual applicant.

DESCRIPTION OF RELATIONSHIP

_____
_____
_____

Submitted this _____day of _____200 __
Signature_____
Print Name _____

Form TS 1

Town of Southold

LWRP CONSISTENCY ASSESSMENT FORM

A. INSTRUCTIONS

1. All applicants for permits* including Town of Southold agencies, shall complete this CCAF for proposed actions that are subject to the Town of Southold Waterfront Consistency Review Law. This assessment is intended to supplement other information used by a Town of Southold agency in making a determination of consistency. **Except minor exempt actions including Building Permits and other ministerial permits not located within the Coastal Erosion Hazard Area.*

2. Before answering the questions in Section C, the preparer of this form should review the exempt minor action list, policies and explanations of each policy contained in the Town of Southold Local Waterfront Revitalization Program. A proposed action will be evaluated as to its significant beneficial and adverse effects upon the coastal area (which includes all of Southold Town).

3. If any question in Section C on this form is answered "yes" or "no", then the proposed action will affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. **Thus, each answer must be explained in detail, listing both supporting and non-supporting facts.** If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

   A copy of the LWRP is available in the following places: online at the Town of Southold's website (southoldtown.northfork.net), the Board of Trustees Office, the Planning Department, all local libraries and the Town Clerk's office.

B. DESCRIPTION OF SITE AND PROPOSED ACTION

SCTM# _____ - _____ - _____

PROJECT NAME _____

The Application has been submitted to (check appropriate response):

Town Board ☐ **Planning Board** ☐ **Building Dept.** ☐ **Board of Trustees** ☐

1. Category of Town of Southold agency action (check appropriate response):

   (a) Action undertaken directly by Town agency (e.g. capital construction, planning activity, agency regulation, land transaction) ☐

   (b) Financial assistance (e.g. grant, loan, subsidy) ☐

   (c) Permit, approval, license, certification: ☐

Nature and extent of action:

_____

_____

_____

Location of action:_____

Site acreage:_____

Present land use:_____

Present zoning classification:_____

2. If an application for the proposed action has been filed with the Town of Southold agency, the following information shall be provided:

(a) Name of applicant:_____

(b) Mailing address:_____

_____

(c) Telephone number: Area Code ( )_____

(d) Application number, if any:_____

Will the action be directly undertaken, require funding, or approval by a state or federal agency?

Yes ☐ No ☐ If yes, which state or federal agency?_____

C. Evaluate the project to the following policies by analyzing how the project will further support or not support the policies. Provide all proposed Best Management Practices that will further each policy. Incomplete answers will require that the form be returned for completion.

DEVELOPED COAST POLICY

Policy 1. Foster a pattern of development in the Town of Southold that enhances community character, preserves open space, makes efficient use of infrastructure, makes beneficial use of a coastal location, and minimizes adverse effects of development. See LWRP Section III – Policies; Page 2 for evaluation criteria.

☐ **Yes** ☐ **No** ☐ **Not Applicable**

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Attach additional sheets if necessary

Policy 2. Protect and preserve historic and archaeological resources of the Town of Southold. See LWRP Section III – Policies Pages 3 through 6 for evaluation criteria

☐ **Yes** ☐ **No** ☐ **Not Applicable**

Attach additional sheets if necessary

Policy 3. Enhance visual quality and protect scenic resources throughout the Town of Southold. See LWRP Section III – Policies Pages 6 through 7 for evaluation criteria

☐ **Yes** ☐ **No** ☐ **Not Applicable**

Attach additional sheets if necessary

NATURAL COAST POLICIES

Policy 4. Minimize loss of life, structures, and natural resources from flooding and erosion. See LWRP Section III – Policies Pages 8 through 16 for evaluation criteria

☐ **Yes** ☐ **No** ☐ **Not Applicable**

Attach additional sheets if necessary

Policy 5. Protect and improve water quality and supply in the Town of Southold. See LWRP Section III – Policies Pages 16 through 21 for evaluation criteria

☐ **Yes** ☐ **No** ☐ **Not Applicable**

Attach additional sheets if necessary

Policy 6. Protect and restore the quality and function of the Town of Southold ecosystems including Significant Coastal Fish and Wildlife Habitats and wetlands. See LWRP Section III – Policies; Pages 22 through 32 for evaluation criteria.

☐ ☐ ☐

Yes No Not Applicable

Attach additional sheets if necessary

Policy 7. Protect and improve air quality in the Town of Southold. See LWRP Section III – Policies Pages 32 through 34 for evaluation criteria.

☐ Yes ☐ No ☐ Not Applicable

Attach additional sheets if necessary

Policy 8. Minimize environmental degradation in Town of Southold from solid waste and hazardous substances and wastes. See LWRP Section III – Policies; Pages 34 through 38 for evaluation criteria.

☐ Yes ☐ No ☐ Not Applicable

PUBLIC COAST POLICIES

Policy 9. Provide for public access to, and recreational use of, coastal waters, public lands, and public resources of the Town of Southold. See LWRP Section III – Policies; Pages 38 through 46 for evaluation criteria.

☐ Yes ☐ No ☐ Not Applicable

Attach additional sheets if necessary

WORKING COAST POLICIES

Policy 10. Protect Southold's water-dependent uses and promote siting of new water-dependent uses in suitable locations. See LWRP Section III – Policies; Pages 47 through 56 for evaluation criteria.

☐ Yes ☐ No ☐ Not Applicable

Attach additional sheets if necessary

Policy 11. Promote sustainable use of living marine resources in Long Island Sound, the Peconic Estuary and Town waters. See LWRP Section III – Policies; Pages 57 through 62 for evaluation criteria.

☐ Yes ☐ No ☐ Not Applicable

Attach additional sheets if necessary

Policy 12. Protect agricultural lands in the Town of Southold. See LWRP Section III – Policies; Pages 62 through 65 for evaluation criteria.

☐ Yes ☐ No ☐ Not Applicable

Attach additional sheets if necessary

Policy 13. Promote appropriate use and development of energy and mineral resources. See LWRP Section III – Policies; Pages 65 through 68 for evaluation criteria.

☐ Yes ☐ No ☐ Not Applicable

PREPARED BY_____ **TITLE**_____ **DATE**_____

Chapter 55

PUBLIC HEARINGS, NOTICE OF

§ 55-1. Providing notice of public hearings.

[HISTORY: Adopted by the Town Board of the Town of Southold 12-27-1995 by L.L. No. 25-1995. Amendments noted where applicable.]

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§ 55-1. Providing notice of public hearings. [Amended 6-3-2003 by L.L. No. 12-2003]

Whenever the Code calls for a public hearing this section shall apply. Upon determining that an application or petition is complete, the board or commission reviewing the same shall fix a time and place for a public hearing thereon. Notice relating to a public hearing on an application or petition shall be provided as follows:

A. Town responsibility for publication of notice. The reviewing board or commission shall cause a notice giving the time, date, place and nature of the hearing to be published in the official newspaper within the period prescribed by law.

B. Applicant or petitioner responsibility for posting and mailing notice. An application or petition, initiated, proposed or requested by an applicant or petitioner, other than a Town board or commission, shall also be subject to additional notice requirements set forth below:

   (1) The applicant or petitioner is required to erect the sign provided by the Town, which shall be prominently displayed on the premises facing each public or private street which the property involved in the application or petition abuts, giving notice of the application or petition, the nature of the approval sought thereby and the time and place of the public hearing thereon. The sign shall be set back not more than 10 feet from the property line. The sign shall be displayed for a period of not less than seven days immediately preceding the date of the public hearing. The applicant, petitioner or his/her agent shall file an affidavit that s/he has complied with this provision prior to commencement of the public hearing.

   (2) The applicant or petitioner is required to send notice to the owners of record of every property which abuts and every property which is across from any public or private street from the property included in the application or petition. Such notice shall be made by certified mail, return receipt requested, posted at least seven days prior to the date of the initial public hearing on the application or petition and addressed to the owners at the addresses listed for them on the local assessment roll. The notice shall include description of the street location and area of the subject property, nature of relief or approval involved, and date, time and place of hearing. The applicant, petitioner or agent shall file an affidavit that s/he has complied with this provision prior to commencement of the public hearing.

John M. Bredemeyer III, President
Michael J. Domino, Vice-President
James F. King
Charles J. Sanders
Dave Bergen

Town Hall Annex
54375 Route 25
P.O. Box 1179
Southold, NY 11971
Telephone (631) 765-1892
Fax (631) 765-6641

BOARD OF TOWN TRUSTEES
TOWN OF SOUTHOLD

OTHER STATE AGENCIES YOU MIGHT HAVE TO APPLY TO

N.Y.S. Dept. of Environmental Conservation (DEC)
SUNY at Stony Brook
50 Circle Road
Stony Brook, NY 11790-3409
(631) 444-0355
Wednesday & Friday only during the hours of
8:30a.m. – Noon & 1p.m. – 3p.m.
Email: r1dep@gw.dec.state.ny.us

Suffolk County Dept. of Health Services
Office of Wastewater Management
360 Yaphank Avenue, Suite 2C
Yaphank, NY 11980
(631) 852-5700
Email: WWM@suffolkcountyny.gov

U.S. Army Corps. of Engineers, N.Y. District
Attn: Regulatory Branch
26 Federal Plaza, Room 1937
New York, NY 10278-0090
(917) 790-8511
Website for applications & helpful information:
http://www.nan.usace.army.mil/Missions/Regulatory.aspx

N.Y.S. Department of State
Division of Coastal Resources
Consistency Review Unit
One Commerce Plaza
99 Washington Ave, Suite 1010
Albany, NY 12231-00001
(518) 474-6000
Website: www.nyswaterfronts.com