



SOUTHOLD PLANNING DEPARTMENT

Applicants are STRONGLY ENCOURAGED to have a pre-submission conference with a member of the Planning Staff. A pre-submission conference will save you time and money and help us review your application more efficiently.

Subdivision Application Packet Sketch Plan

This application is for both Standard and Conservation Subdivisions.

- Checklist of Submission Requirements
- Summary of Subdivision Process
- Fee Schedule
- Map Requirements
- Sample Authorization Letters
- Transactional Disclosure Form
- Local Waterfront Revitalization Program (LWRP) Consistency Assessment Form
- Sketch Approval Application Form



SOUTHOLD PLANNING BOARD

Office Information

Telephone: (631) 765-1938

Mailing Address P.O. Box 1179
Southold, NY 11971

Office Location: Town Hall Annex
545375 State Route 25
Southold, NY

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Southold Planning Department

Subdivision Application

Checklist for Sketch Approval

Applications must contain every item listed below to be considered complete, unless waived by the Planning Board. Refer to Southold Town Code Chapter 240 Subdivision of Land for more information.

- Cover Letter which lists the materials submitted by the applicant and/or agent
- Subdivision Application Form – Sketch Approval
- Authorization Letters
 - From the property owner, if the Applicant is not the owner of the land, to authorize the subdivision application.
 - From the Applicant, if an agent is representing the Applicant before the Planning Board, to authorize that agent to represent the Applicant.
 - *(samples attached)*
- Property Deed(s)
- Copies of Easements, Covenants & Restrictions, and decisions from other agencies with conditions restricting this property in any way.
- Proof the parcel(s) meets the Lot Recognition standard in §280-9 Lot Recognition
- Part I of the Environmental Assessment Form (Long Form)
- Application Fee (Please see Fee Schedule)
- Twelve (12) copies of the site context map as required in Town Code §240-10 E.
- Twelve (12) copies of the field survey as required in Town Code §240-10 F.
- Twelve (12) copies of the Existing Resources and Site Analysis Plan (ERSAP) (§240-10 A.)
(Conservation Subdivisions – the Planning Board may waive some, or all, of this requirement.)
- Twelve (12) copies of the Yield Plan for Standard Subdivisions **or** five (5) copies of the yield calculation for Conservation Subdivisions
- Twelve (12) copies of the Primary and Secondary Conservation Area plan (§240-10 C.)
- Twelve (12) copies of the Sketch Plan (§240-10)
****Please note:** For complex sites, a meeting with Planning Staff after the ERSAP and Yield Plan are done is recommended to review the primary and secondary conservation area plan prior to preparing the Sketch Plan.
- Local Waterfront Revitalization Program (LWRP) Consistency Assessment Form
- Table showing buildable land area, calculations for yield, affordable housing and open space/reserved areas as applicable.

Checks should be made payable to the “Town of Southold”

All maps are to be FOLDED by the APPLICANT with title block visible. The title block should be in the lower right hand corner of the plat.

Southold Planning Department

Subdivision Process Summary

Each application to the Southold Town Planning Board for approval of a subdivision of land shall be submitted and reviewed in the following stages, except as indicated:

1. Pre-submission Conference with Planning staff
2. Sketch Plan Review
3. Preliminary Plat Review (standard subdivisions only)
4. Final Plat Review

*****Important*****

Site work may not begin prior to Planning Board final approval

(pursuant to §240-6 C. No construction, improvement, grading or clearing of land or other disturbance of existing conditions shall be commenced or undertaken on land for which an application has been filed pursuant to this chapter until final approval of the application has been granted, except as expressly provided herein.)

1. Pre-submission Conference

Applicant schedules a meeting with Planning Department staff prior to submitting the subdivision application. This step can save time and money by reviewing the basic concepts and subdivision requirements prior to completing the required maps.

- a. Please note – it is at this stage that the applicant should be investigating whether they have sufficient water quality on site (either through test wells or public water) to satisfy the Suffolk County Department of Health requirements.

2. Sketch Plan Review

- a. Submit Sketch Plan Application
- b. Review yield map
- c. Review ERSAP
- d. Review subdivision design.
- e. Refer to Town Engineer, Highway (Town, State or County as applicable) and Trustees (if applicable) for initial review if needed.
- f. Planning Board considers comments from agencies and Planning staff:
 - i. If plans meet the code, but needs some design edits, grant Conditional Sketch, with conditions including any changes recommended; or
 - ii. If plans do not meet the code, instruct applicant to make any necessary changes to the plans prior to Conditional Sketch Approval.
- g. Sketch Plan Approval – by resolution at a Public Meeting (held monthly).
- h. Please note – Sketch plans are subject to extensive review during the Preliminary Plat stage, and changes to the Sketch Plan can be expected.

3. Preliminary Plat Review

- a. This step for STANDARD SUBDIVISIONS ONLY.
- b. Conservation Subdivisions skip this step entirely and go to Final Plat Review.
- c. Submit Preliminary Plat Application (including any conditions in the Sketch Plan Approval)
- d. Review Preliminary Plat Application including
 - i. Lot design
 - ii. Road & Drainage Plans
- e. Upon accepting the Preliminary Plat Application, the Planning Board initiates SEQRA and the Lead Agency process for coordinated review (or designates the action for an uncoordinated review if warranted), and refers the application out both for SEQRA coordination and other comments from interested and involved agencies.
 - i. Town Engineer
 - ii. Fire Department
 - iii. Highway Department (Town, State, or County as applicable)
 - iv. Suffolk County Department of Health Services
 - v. Suffolk County Water Authority
 - vi. NYS Office of Parks, Recreation and Historic Preservation (for archeological significance)
 - vii. Local Waterfront Revitalization Program (LWRP) Coordinator
 - viii. Suffolk County Planning Commission
- f. SEQRA determination
- g. LWRP Coastal Consistency Assessment
- h. Preliminary Plat public hearing
- i. Applicant to incorporate any changes required by the Planning Board as a result of the public hearing and/or Planning Board review.
- j. Conditional Preliminary Plat Approval – by resolution at a subsequent Planning Board Public Meeting (held monthly)

4. Final Plat Review

- a. Submit Final Plat Application
 - i. SC Health Dept approval stamp required
 - ii. Letter of water availability or valid water contract with the Suffolk County Water Authority
 - iii. Draft Declaration of Covenants and Restrictions (file with County Clerk after approved by Planning Board)
 - iv. Draft Homeowners Association agreement and/or Road and Maintenance agreement (file with County Clerk after approved by Planning Board)
 - v. Draft Conservation Easement for the Open Space (if applicable) (file with County Clerk after approved by Planning Board)
 - vi. Bond estimate accepted by the Town Board
 - vii. Administration fee paid (§ 240-37)
 - viii. Park & Playground fee paid

Final Plat Review (continued)

- ix. Letter of non-jurisdiction or wetland permit, if applicable, from NYS Department of Environmental Conservation (NYSDEC)
- x. Curb cut permits (Town Highway Department, Department of Transportation, Department of Public Works).
- b. Final Plat public hearing
- c. Applicant to incorporate any changes required by the Planning Board as a result of the public hearing and/or Planning Board review.
- d. Conditional Final Plat Approval or Final Plat Approval - Resolution at subsequent Planning Board Public Meeting (held monthly)
- e. Maps will be signed by the Planning Board Chair upon fulfillment of the Conditions of Final Plat Approval (if any).

Construction and Inspection of Improvements

- 1. All bonded improvements shall be inspected by the Town Engineering Office and Superintendent of Highways.
- 2. Provide to the Town Engineering Office and Superintendent of Highways the following:
 - a. A schedule of construction at least 48 hours prior to beginning any site work.
 - b. Written notification five days prior to completion of each phase of construction
- 3. See §240-36 Inspection of improvements for details

Monuments.

- 1. Property boundary monuments made of concrete are required for the following:
 - a. To mark the outside boundaries of the property that was subdivided; and
 - b. To mark the street intersections
- 2. Property boundary markers of metal rod or pipe to mark the boundaries of each lot.
- 3. See §240-41. Mapping of completed improvements; monuments for more details.

Fee Schedule for Subdivision Applications

APPLICATION FEES FOR SUBDIVISIONS

(application fees are payable upon submission of the application)

<u>Subdivision Classification</u>	<u>Application Fee</u>	<u>Fee Per Building Lot*</u>
<i>Standard Subdivision</i>		
Sketch Plan	\$1000	\$750*
Preliminary Plat	\$1000	
Final Plat	\$500	
<i>Conservation Subdivision</i>		
Sketch and Final Plat	\$500	\$350*
Sketch and Open Development Map	\$500	
Creation of Lot within ODA Map		\$350**
<i>Re-Subdivision (Lot Line Modification)</i>	\$500	

* The fee per building lot pertains only to new vacant lots that will be created by the proposed subdivision plat.

**The fee applies to the creation of any new building lot in an ODA.

PARK AND PLAYGROUND FEES

The park and playground fees are as follows:

1. Standard Subdivision \$7,000 per vacant lot
2. Conservation Subdivision \$3,500 per vacant lot
3. Affordable Housing District -none-

The park and playground fee shall be paid prior to the signing of the final plat by the Chair of the Planning Board and is only applicable to parcels not improved with a residential structure. Parcels that extinguish residential use are not subject to the fee.

Town of Southold Planning Department

Subdivision Map Requirements – Sketch Plan

EXISTING RESOURCES AND SITE ANALYSIS PLAN (ERSAP)

The following information shall be included on the ERSAP, except that the Planning Board may waive any number of requirements for Conservation Subdivisions upon determining that said requirements are not essential to its review and/or the health, safety and welfare of the public:

1. **Scale:** 1"=100' unless otherwise specified to display the information clearly and legibly
2. **Key** explaining information and symbols
3. All existing structures.
4. **Topography**, the contour lines of which shall be at five-foot intervals, (although ten (10)-foot intervals are permissible beyond the parcel boundaries, interpolated from published U.S. Geological Service "USGS" maps).
 - a. Slopes equal to or greater than fifteen (15) percent, and equal or greater than twenty (20) percent shall be clearly indicated with hatch marks or shading.
5. **Water resources including wetlands:**
 - a. Wetlands pursuant to the Freshwater Wetlands Act, Environmental Conservation Law ("ECL") §24-0101, et. seq., the Tidal Wetlands Act, (ECL) §25-0101, et. Seq., and Chapter 275 "Wetlands and Shoreline" of the Code of the Town of Southold.
 - b. Sole Source Aquifers and/or Aquifer Recharge Areas .
 - c. Municipal water supply watershed areas and special Groundwater Protection Areas.
6. **Flood-prone areas** as shown on the Federal Emergency Management Agency (FEMA) Maps and other information pursuant to Chapter 46 of the Town Code (Flood Damage Prevention).
7. Areas legally protected by the County of Suffolk, the Town of Southold, private trusts, qualified conservation organizations or other entities or agencies as shown on the Town of Southold Protected Lands Map, including all abutting parcels.
8. **Vegetation** types described by plant community, relative age and condition on the property according to:
 - a. General cover type including cultivated land, permanent grass land, old field, hedgerow, woodland and wetland.
 - b. Isolated significant trees with a diameter breast height (DBH) in excess of eighteen (18) inches, the actual canopy line of existing trees and woodlands.
9. **Soil** series, types and phases, as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service in the Suffolk County Soil Survey, and accompanying data published for each soil relating to its suitability for agriculture and construction and sewage waste disposal.
10. **Top of bluff** lines identified and delineated together with the Coastal Erosion Hazard Area Line pursuant to Chapter 111 of the Town Code (Coastal Erosion Hazard Area).
11. **Scenic Viewsheds and Special Features:**
 - a. Sites bordering designated State, County or Town Scenic Byways and Corridors, "special features" identified in the Town's Comprehensive Plan and all subsequent updates.
 - b. A viewshed analysis showing the location and extent of views into the property from public lands, roads and from public parks, public forests, and state game lands.
12. Locations and dimensions of all existing public and private streets, roads, buildings, utilities

- and other man-made improvements.
13. Locations of all archeological and historically significant sites or structures of national, state or local significance on the tract or on any abutting tract.
 14. Locations of trails in current use or of historic use (pedestrian, equestrian, bicycle, etc.) or those proposed on the Town of Southold Trail map.
 15. All easements and other encumbrances affecting the parcel filed with the Suffolk County Clerk's Office.
 16. Agricultural lands:
 - a. Location and delineation of any active agriculture operation, active farmland within a New York State certified Agricultural District, lands within 2,000 feet of a New York State certified Agricultural District, or soils classified and mapped as Suffolk County and State Prime Farmland Mapping Units, of the New York State Soil Classification System or areas legally protected by the County of Suffolk, the Town of Southold, private trusts or other entities or agencies.
 - b. Areas identified in the Southold Town Farm and Farmland Protection Strategy 2000 and in the most current version of the Southold Town Farmland Inventory update.
 17. Location of community water and/or sewer; whether available or planned.
 18. Critical Environmental Areas: Lands within or contiguous to a Critical Environmental Area designated pursuant to Article 8 of the Environmental Conservation Law.
 19. Significant natural areas and features:
 - a. Areas with endangered and threatened vegetation.
 - b. Significant habitats, or habitats of endangered, threatened or special concern species as determined by the New York Department of Environmental Conservation (Natural Heritage Program);
 - c. Mature forests over 100 years old;
 - d. Locally important vegetation;
 - e. Unique natural or geological formations based on available published information or more detailed data obtained by the Applicant.
 20. Recreation: lakes, ponds or other significant recreational areas, or opportunities or sites designated in the Town's Comprehensive Plan and updates to it.
 21. If the application applies to real property within five hundred feet of any of the following, the location of:
 - a. the boundary of any city, village or town;
 - b. the boundary of any existing or proposed county or state park or other recreation area;
 - c. the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway;
 - d. the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; or
 - e. the existing or proposed boundary of any county or state owned land on which a public building or institution is situated.
 - f. existing airport, airbase or airstrip.

YIELD PLAN

The purpose of the yield plan is to determine the allowable density. The process for determining yield depends on the type of application proposed—Standard or Conservation.

Standard Subdivisions

A yield plan shall be prepared for a standard subdivision in accordance with the requirements of this section and shall include a requirement to provide affordable housing.

Density - The permitted number of dwelling units shall not exceed the number of units that, in the Planning Board's judgment, would be permitted if the land were subdivided into lots conforming to the minimum lot size and density requirements of this chapter applicable to the zoning district (or districts) in which such land is situated and conforming to all other requirements of the Town Code. The following items will factor into the Planning Board decision on yield:

1. Total lot yield shall be determined on buildable lands only. Residential site plan design shall exclude the following features, unless applicant shall have obtained a permit from all relevant regulating authorities approving the applicant's right to place residential structures in the subject areas:
 - a. All underwater lands.
 - b. Tidal wetlands or freshwater wetlands, as defined in state and local regulations.
 - c. Bluffs, primary dunes and secondary dunes.
 - d. Beaches below mean high water, as defined by the United States Coast and Geodetic Survey or latest Tidal Wetlands Survey, and any beach or area lying between this line and the Coastal Erosion Hazard Line.
 - e. Areas required for park dedication pursuant to this Chapter.
 - f. Areas required for recharge basins or for natural area recharge.
 - g. Areas required for public or private right-of-ways.
 - h. Areas required for utilities or public facilities, except that minor utility easements of direct service to the subdivision may be included.
 - i. Areas for which the development rights have been transferred, sold or extinguished.
 - j. Areas which the Planning Board shall determine to be of such character that they cannot be used safely for building purposes without danger to health or peril from fire, flood, drainage or other menace to neighboring properties or the public health, safety and welfare.
 - k. The ERSAP (see previous map requirement) is also used to help identify buildable lands.
2. **Affordable Housing Requirement.** Every new standard residential subdivision involving the creation of five (5) or more dwelling units shall comply with the requirements herein to provide affordable housing.
 - a. Twenty percent (20%) of the lot yield, as determined pursuant to §240-10 B Yield Plan, shall be set aside as Moderate Income Family Dwelling Units (MIFDU), as defined, created and administered under the provisions of the Affordable Housing District, Town Code §280-24. Each MIFDU shall be created subject to covenants and restrictions as set forth at §280-30 or through another mechanism approved by the Town Board that will keep units perpetually affordable. The number of MIFDU units required in a subdivision shall be rounded up to the next whole number.
 - b. See Town Code §280-10.B.(2)(c) for further details.

CONSERVATION SUBDIVISIONS Yield Calculations

1. Choose one of two options
 - a. 75/75
 - b. 80/60
2. 75/75
 - a. Reduce the yield by 75%
 - b. Preserve 75% of the land (Town pays for the development rights)
 - c. Formulas
Yield: Buildable Land Area / Minimum Lot Area of Zoning District = Total Yield
Total Yield x 0.25 = Reduced Yield (round numbers down)

Land Area to Preserve: Buildable Land Area x 0.75 = Area of land to preserve (the remaining 25% of land area may be used for lots and road).
3. 80/60
 - a. Reduce the yield by 60%
 - b. Preserve 80% of the land (Town pays for the development rights)
 - c. Formulas
Yield: Buildable Land Area / Minimum Lot Area of Zoning District = Total Yield
Total Yield x 0.40 = Reduced Yield (round numbers down)
Land Area to Preserve: Buildable Land Area x 0.75 = Area of land to preserve (the remaining 20% of land area may be used for lots and road).

PRIMARY AND SECONDARY CONSERVATION AREA PLAN

1. **Identify Primary and Secondary Conservation Areas** (as defined in § 240-3 Definitions) on a plan.
2. **Alignment of streets and trails.**
 - a. A street plan shall be designed to provide access to each house, complying with the standards identified herein and bearing a logical relationship to topographic conditions. Impacts on proposed open space shall be minimized, particularly with respect to crossing environmentally sensitive areas such as wetlands and traversing slopes equal to or exceeding 15%. Existing and future street connections may be required in order to eliminate the number of new culs-de-sac to be maintained by the Town and to facilitate access to and from homes in different parts of the tract and adjoining parcels.
 - b. The potential location of recreational and off-road walking trails shall also be noted.
3. **Location of house sites.** Using the information from the ERSAP to identify the primary and secondary conservation areas the yield as determined pursuant to this chapter, topography and other relevant factors, potential house sites shall be located. House sites should generally be located not closer than 100 feet to primary conservation areas and 50 feet to secondary conservation areas, taking into consideration the potential negative impacts of residential development on such areas as well as the potential positive benefits of such locations to provide attractive views

- and visual settings for residences.
4. **Location of lots.** Bubble lines shall denote the proposed locations.
 5. **See also Article XI Cluster Development** in Chapter 240 for more information on the requirement to cluster lots.
 6. **For complex sites, we recommend a meeting with Planning staff at this stage to review the primary and secondary conservation area locations plan.**

SKETCH PLAN

1. Plan showing the proposed location of the lots, road, and open space requirement (if applicable).
2. Cluster design (if applicable) pursuant to the requirements of Article XI, Cluster Development
3. Site context map. See 240-10 E. for more details.
 - a. Scale: 1 inch equals 100 feet
 - b. Natural and man-made features within 500 feet
 - i. Topography
 - ii. Wetlands
 - iii. Woodlands (> ½ acre – determine from aerial photos)
 - iv. Public roads
 - v. Trails
 - vi. Utility easements
 - vii. Rights of way
 - viii. Public land
 - ix. Protected land
4. Field Survey of boundary lines of parcel
5. Proposed name of subdivision
6. Owner of parcel
7. Licensed professional information
 - a. Subdivision designer
 - b. Engineer
 - c. Surveyor
8. Description
 - a. North arrow
 - b. Tax map section, block, lot
 - c. Distance to the nearest existing, or platted streets, street intersections, or other public ways within or immediately adjacent to the tract.
 - d. All utilities available and/or proposed, including easements and all streets which are either existing, proposed, or shown on the Official Map, if any.
 - e. Zoning district, including exact boundary lines of district if more than one.
 - f. Name of any subdivisions immediately adjacent to the parcel and the name of the owners of record of all adjacent property.
9. Existing easements, covenants and/or restrictions
10. Existing improvements
 - a. Location of any existing drainage systems, sewer lines, septic systems, water mains and lines, wells, culverts and drains on the property, with pipe sizes,

- grades and direction of flow
 - b. Width and location of any streets or public ways or places shown on the Official Map or Master Plan, and any updates to it, if such exist, within the proposed subdivision, and the width, location, grades and street profiles of all proposed streets or public ways
 - c. Location and size of any existing fire control structures, fire hydrants and wells.
11. Calculations. The area of the parcel to be set aside for cluster and/or preservation purposes and the area to be developed shall be calculated and set forth in a table format.

Note: this list is a summary of the requirements for plans and information that must be submitted with a subdivision application – please see Chapter 240 Subdivision of Land for complete details on the subdivision process and requirements.

Southold Planning Department

Applicant 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, First, 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.

Nature of Application: (Check all that apply)

Subdivision or Re-subdivision _____ Site Plan _____
Other (Please name other 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 the person employed by the Town of Southold _____
Title or position of that person _____

Describe the relationship between yourself (the applicant) 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 noncorporate 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 ___ 20

Signature _____

Print Name _____

SOUTHOLD PLANNING DEPARTMENT

Sample Agent Authorization Letters for Planning Applications:

1. I, John Smith, owner of the property identified as SCTM# 1000-100-10-10 in Mattituck, NY, hereby authorize Southold Consultants Inc. to act as my agent and handle all necessary work involved in the subdivision/site plan process with the Southold Planning Board.

Signature: _____

Sworn before me this ____ day of _____ 20__, _____

[Notary Stamp]

2. We, John and Jane Smith, owner of the property identified as SCTM# 1000-100-10-10 in Mattituck, NY, hereby authorize Southold Consultants Inc. to apply for a subdivision on our property and hire any agents necessary to complete the work involved in the subdivision/site plan process with the Southold Planning Board.

Signature: _____

Sworn before me this ____ day of _____ 20__, _____

[Notary Stamp]

3. I, John Smith, President of Southold Consultants Inc., hereby authorize Jim Jones, Esq. to act as my agent on the property of SCTM#1000-100-10-10 in Mattituck, NY and handle all necessary work involved in the subdivision/site plan process with the Southold Planning Board.

Signature: _____

Sworn before me this 30th day of August 2004, _____

[Notary Stamp]

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

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** _____

**SOUTHOLD
PLANNING
DEPARTMENT**



Subdivision Application Form - Sketch Approval

APPLICATION IS HEREBY MADE to the Town of Southold Planning Board for **SKETCH APPROVAL** for the subdivision described herein.

1. Name of Subdivision _____
2. Suffolk County Tax Map # _____
3. Type of Subdivision Standard [] Conservation []
4. Hamlet _____
5. Street Address/
Project Location _____
6. Acreage of Site _____
7. Proposed Yield _____
8. Number of Lots Proposed _____
9. Zoning District _____
10. Date of Submission _____

11. **Please provide the names, addresses and phone numbers for the following people:**

Applicant: _____

Agent: _____

Property Owner(s): _____

Surveyor: _____

Engineer: _____

Attorney: _____

12. Has an application for subdivision ever been filed for this property? If so, please indicate when and whether or not approval was granted by the Planning Board.

13. Has a pre-submission conference been held with the Planning Board? If so, provide date. _____

14. Does the parcel(s) meet the Lot Recognition standard in Town Code §280-9 Lot Recognition? Yes____. No____. If “yes”, explain how.

15. Has the owner/applicant met with Land Preservation? If so, provide date. _____

16. Is any part of the property in agricultural use? If so, how many acres? _____

17. Is there an existing or proposed sale of development rights on the property? _____

18. Does the owner own any adjacent properties? If so, please indicate the properties by SCTM#. _____

19. Are there any building permits currently pending on this property? If yes, please provide permit number(s).

20. The site will be serviced by the following special districts or utility companies:

Fire District _____
Post Office _____
School District _____
Water _____

21. Has the relevant Electric Utility Company been notified of the proposed subdivision? If so, please provide proof that service will be provided. _____

22. Please indicate the type of open space proposed and how it will be managed?

23. Are there any existing structures on the property? If so, please indicate the type of structure and its use(s). Will these structures remain, be removed or altered?

24. Based on the parcel yield and the affordable housing requirement of the Town Code, how many Moderate Income Family Dwelling Units are proposed? If the number that will be built is less than 20% of the yield, please indicate how you intend on satisfying the requirement (see Town Code §240-10 B (2)(c) for options).

25. Application completed by owner agent other

Signature of Preparer _____ **Date** _____