



Village of Southampton

BUILDING DEPARTMENT

23 Main Street
Southampton, NY 11968

631-283-0247 Ext: 154
631-283-0247 Ext: 147

ARB APPLICATION CHECKLIST

All ARB applications, plans, maps & photos must also be submitted in digital form. This may be in the form of a flash drive, email or a Dropbox link. All required documentation is due at least **four weeks** before the hearing date, by **12:00 PM** on the **Friday** prior and is subject to review before being scheduled for a hearing date.

Note: The Board will accept **10** new applications per meeting on a first-come, first-served basis:

3 Historic and 7 Non-Historic

COMMERCIAL PROJECTS (All applications require a public hearing) YES NO

1. New Structure
2. Addition or renovation
3. Is this an application to **demolish** a structure?
4. Is this an amendment to an existing application?
5. Commercial Gate – Fence – Enclosure – or any structure item not listed herein
6. A.D.A Application (American Disability Act) (Schematic & material details)

RESIDENTIAL PROJECTS YES NO

1. New structure
 2. Addition or renovation
 3. Is this an application to **demolish** a structure?
 4. Is this an amendment to an existing application?
 5. Driveway gate – Fence – Shed – Enclosure – Stair – Entry posts
 6. Is this application requesting ARB relief from completed work?
-

YOUR APPLICATION REQUIRES THESE ITEMS IN ORDER TO BE PROCESSED AND REVIEWED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATION MATERIALS MUST BE COLLATED INTO 7 PACKETS

- 1. A completed checklist signed by the applicant or agent.
- 2. Seven (7) copies of a legal survey showing proposed work on property. Must include:
 - a. Lot Coverage Calculations (existing vs. proposed) [*double check calculations*]
- 3. A **complete and detailed** building permit application, disclosure affidavit and owner's endorsement letter, with six (6) copies.
- 4. A complete ARB application for public hearing with six (6) copies along with a **\$450.00** application fee, payable to the Village of Southampton
- 5. Seven (7) copies of any prior Zoning Board or Planning Board Determinations for the property, and seven (7) copies of any Zoning Board or Planning Board pending applications, if any.
- 6. Site plan of proposed work – Seven (7) copies
- 7. Seven (7) sets of photographs
 - a. photographs of existing conditions at the property from all directions
 - b. Photographs of the adjoining properties on either side and opposite/across the street from the property
- 8. Two (2) **folded** sets of elevations and floor plans at quarter inch scale and seven (7) **folded** sets of reduced size plans (11" x 17") which must include:
 - a. Ridge Line Height
 - b. Gross Floor Area & Lot Coverage calculations [*double check calculations*]
 - c. Pyramid Law where applicable
 - d. All proposed and existing materials including windows, doors, roof, siding, trim, chimneys with color, texture, etc.
 - e. ¾" to 1' section details on fascia, soffits, window and door and decorative elements
 - f. Roof Plan
 - g. Dimensions indicated
 - h. Side by side existing and proposed elevations from all directions with cardinal points (please do not indicate elevations by left, right, front and back)
 - i. Dotted or dashed line w/dimensions showing floor heights on building elevations
 - j. Wall sections at least 1/2" = 1'-0" scale of new and existing when an addition is proposed, side by side
 - k. All proposed surface mount lighting with cut sheets

Note: Notarized affidavits of mailing and posting must be provided the day of the public hearing



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YOUR APPLICATION MAY REQUIRE THESE ITEMS IN ORDER TO BE DEEMED COMPLETE BY THE BOARD AND MAY BE REQUESTED:

- 1. Paint color samples of exterior trim, siding and other exterior finishes
- 2. Window and Door lite cuts and type (insulated glass, simulated divided, Etc.)
- 3. Siding material sample
- 4. Roof material sample
- 5. Sight line analysis
- 6. Streetscape analysis
- 7. Historic Consultant Report
- 8. Construction or Repair Methodology
- 9. Structural Engineering Report
- 10. Landscape Plan

Historic District

1. Is this project located in the Historic District? If yes, please include Certificate of Appropriateness and New York State Historic inventory form (if any).
2. Please complete a Certificate of Appropriateness application along with a **\$285.00** application fee, payable to the Village of Southampton
3. Have you read & reviewed the Architectural Design Guidelines for Historic Districts and Landmarks? (Copy available online)

Signs

- 1. Material indicated (wood, metal, etc.)
- 2. Colors included and indicated (limited to three (3) colors)
- 3. Lettering with font size and style
- 4. Illumination being proposed or renewed
- 5. Structure and materials indicated for ground supported signs
- 6. Photograph of where sign will be located
- 7. Size of overall sign with schematic drawing
- 8. Sign permit application

The more detail that can be provided, the more efficiently the application can be processed

Prior To The Issuance of a Certificate Of Occupancy, An As-Built Affidavit Is Required

APPLICANT'S ACKNOWLEDGEMENT OF COMPLETION OF THIS APPLICATION CHECKLIST

OWNER'S PRINTED NAME: _____

APPLICANT'S PRINTED NAME: _____

APPLICANT'S SIGNATURE: _____

AGENT'S PRINTED NAME (if applicable): _____

APPLICANT'S or AGENT'S PHONE #: _____

APPLICANT'S or AGENT'S EMAIL: _____

DATE: _____

Property located on the _____ [side/corner] of _____

in the _____ Zoning District [and _____ Historic District]. SCTM: 904 - ____ - ____ - ____



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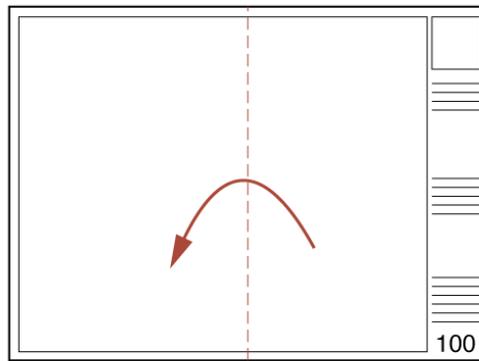
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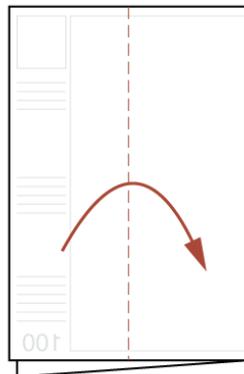
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Instructions for Folding Plans

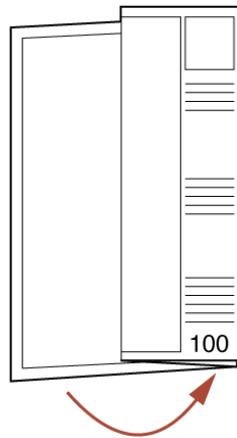
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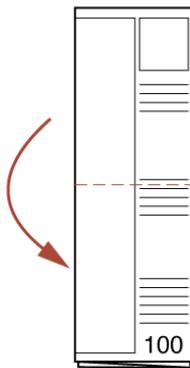


3



←Reduced Size Plans

4



5



←Full Size Plans

Please Note: All Plans Must be Folded Prior to Submission. Unfolded or Rolled Plans Cannot Be Accepted
Plans Must Be Labeled with the Address and Folded With The Title Block Visible.