



**Village of Southampton**

BUILDING DEPARTMENT  
23 Main Street  
Southampton, NY 11968

631-283-0247  
Extension: 146 or 147

**AFFIDAVIT OF MAILING  
CERTIFICATE OF APPROPRIATENESS**

\_\_\_\_\_ X  
In the Matter of the Application  
Of

\_\_\_\_\_  
(Applicant)

Located at \_\_\_\_\_ :  
(Address)

To the  
**BOARD OF ARCHITECTURAL REVIEW  
AND  
HISTORIC PRESERVATION**

-----  
**STATE OF NEW YORK:**

: ss

**COUNTY OF SUFFOLK**

\_\_\_\_\_, being duly sworn,

Deposes and says that:

1. He/She resides at \_\_\_\_\_

2. Pursuant to § 65-6D(2) of the Code of the Village of Southampton, on

(DATE OF MAILING) \_\_\_\_\_, 20\_\_, He/She  
mailed copies of the annexed Notice of Hearing to all property owners within two  
hundred (200) feet [five hundred (500) feet in R-80 & R-120] (*circle one*) of the subject  
property, as shown on the latest tax roll, measured along the frontage on both sides of the  
street, and to all other property owners located within two hundred (200) feet [five  
hundred (500) feet in R-80 & R-120] (*circle one*) of the boundaries of the property, by  
certified mail, return receipt requested, at least ten (10) days prior to the meeting date.

SWORN TO BEFORE ME THIS  
\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
APPLICANT OR AGENT SIGNATURE



## **Instructions:**

Any person making an application for a public hearing for a Certificate of Appropriateness is required to send a notice to be mailed to all property owners within 200 feet of the subject premises, or 500 feet of the subject premises for properties in the R-80 and R-120 Zoning Districts, as shown on the latest completed tax roll, giving notice that such application has been made and that a public hearing will be held.

Such notice and a mailing list of property owners shall be obtained from the Building Department. Mailings are to be postmarked by **certified mail return receipt requested** NOT LESS THAN TEN (10) DAYS IMMEDIATELY PRECEDING the scheduled hearing date.

You are required to file this affidavit that this requirement has been complied with, along with the affidavit of posting. The original copy with the return receipts and mailing list can be filed in the Building Department prior to the hearing M-F 9 am – 4 PM or brought to the hearing and presented to counsel. **Electronic copies of affidavits, return receipts, and the mailing list shall be sent to [acooley@southamptonvillage.org](mailto:acooley@southamptonvillage.org) no later than 3 PM on the hearing date.**

The Board cannot not proceed with the public hearing on your application unless you submit the affidavit, and it has been sworn to, signed, and notarized. The precise legal wording of this requirement is contained in Chapter § 65-6D(2) of the Village Code.