



Village of Southampton

BUILDING DEPARTMENT
23 Main Street
Southampton, NY 11968

631-283-0247
Extension: 146 or 147

**AFFIDAVIT OF MAILING
ARCHITECTURAL REVIEW**

_____ 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 116-32D of the Zoning 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 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 of the boundaries of the property, by ordinary mail 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 architectural review is required to send a notice to be mailed to all property owners within 200 feet of the subject premises, 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 ordinary mail **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 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 shall be sent to 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 116-32D of the Zoning Ordinance.