

INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED

YOUR APPLICATION REQUIRES THESE ITEMS

APPLICATIONS ALONG WITH RELATED DOCUMENTS MUST BE

FOLDED AND COLLATED INTO EIGHT (8) COMPLETE PACKETS

1. **Application Form:** Original (must have original signatures and original notary stamp) and seven (7) copies of application signed by the Owner. Additional Pages may be attached as necessary.
2. **Disclosure Affidavit:** Original (must have original signatures and original notary stamps) and seven (7) copies of Disclosure Affidavit signed by the Owner. Note: If the Owner is a Corporation or Company, submit eight (8) copies of Corporation/Company documentation or an original and seven (7) copies of an attorney opinion letter to verify the authorization of the person(s) signing this application.
3. **Owner's Authorization:** If the applicant is not the Owner or there is an agent, the Owner must identify the person/entity they are authorizing to make the application and/or act as agent, and the applicant must provide an original and seven (7) copies of the Disclosure Affidavit signed by the applicant.
4. **Deed, Lease, and Contract:** Eight (8) copies of the deed, and a lease, contract, and/or other information demonstrating the applicant's interest in the property if not the owner.
5. **Survey/ Site Plan:** Original, and seven (7) photocopies of up-to-date surveys or site plan (dated within 1 year) showing all buildings, structures that currently exist and/or are proposed on the property, and setbacks from all property line of the same. The survey must also include the following as may be applicable: permitted, existing and proposed total lot coverage, permitted existing and proposed gross floor area, permitted existing and proposed green space, applicable building envelopes, setbacks from property lines for all existing and proposed structures and additions. The site-plan must indicate the name and last revision date (dated within 1 year) of the survey used to create the site plan and eight (8) Copies of said survey must also be submitted with the application.
6. **Cross-Section:** If you are seeking a variance for height/pyramid relief please include two (2) (full-size, to-scale) original and (9) copies (11" x 17") vertical cross-section diagrams of the building/structure showing areas exceeding the Height and/or Pyramid Law requirements. (See information below) Please have a licensed architect calculate the amount of square footage (existing and proposed (as may be applicable)) penetrating the pyramid, as well as a volume (cubic feet) calculation. Diagrams must be signed and dated by the licensed architect.

7. **Plans and Elevations:** Original and seven (7) copies of building (floor) plans and elevations. Plans must include elevations (N, S, E, W) and the height of the buildings/ structures. Plans must be signed and dated by a licensed professional.
8. **Certificate of Occupancy:** If property has any improvements, provide eight (8) copies of the Certificate of Occupancy, Certificate of Compliance and copies of any open Building Permits for all on site structures.
9. **Previous Determinations:** If any previous Variance applications, Special Exceptions or appeals have been made with the respect to this property, please provide eight (8) copies of determination/decision, or meeting minutes as applicable.
10. **Other Approvals:** If the proposed improvements have approval from any other board of the Village of Southampton, please provide eight (8) copies of that board's determination.
11. **Digital Files:** Electronic copies of the application and all accompanying documents must be submitted on a thumb drive, Dropbox link or via email at the time of submission.
12. **Photos:** Eight (8) Copies of photos of applicable views of the subject property.
13. **Denial Letter:** One (1) copy of a draft Denial Letter indicating all the requested relief

DEADLINES FOR SUBMISSION:

For new matters - Applications must be complete and submitted on the FRIDAY at NOON four weeks prior to the next public hearing date.

For pending application –

TUESDAY MEETING: BY NOON ON THE TUESDAY BEFORE MEETING

THURSDAY MEETING: BY NOON ON THE THURSDAY BEFORE THE MEETING