



**Planning Board Application Checklist**

**Planning Board Chairman Victor Levy**

Village of Westhampton Beach, 165 Mill Road, Westhampton Beach, NY 11978

Phone: 631-288-2429 Fax: 631-288-6275 Email: secretary@westhamptonbeach.org



Name of Applicant: \_\_\_\_\_

Suffolk County Tax Map Number: \_\_\_\_\_

Address of the Property: \_\_\_\_\_

\_\_\_\_\_ 12 copies of Application submitted (**2 originals and 10 photocopies**).

\_\_\_\_\_ All items have been completed.

**APPLICATION SUBMITTED BY:**

\_\_\_\_\_ Property Owner (**Property owner must sign application**).

\_\_\_\_\_ Agent of Owner.

\_\_\_\_\_ Owner(s) Authorization is attached (signed and notarized).

\_\_\_\_\_ Property Owner(s) signature notarized.

**APPLICATION INCLUDES:**

\_\_\_\_\_ 12 Environmental Assessment forms (completed and executed).

\_\_\_\_\_ 12 Copies of Survey of Property **prepared within one(1) year of application date**.

\_\_\_\_\_ 12 Copies of **every** Certificate of Occupancy issued for this property.

\_\_\_\_\_ 12 Copies of Site Plan.

\_\_\_\_\_ 12 Copies of Landscape Plan.

\_\_\_\_\_ 12 Copies of Preliminary Subdivision Plan.

\_\_\_\_\_ 12 Copies of Floor Plans.

\_\_\_\_\_ 12 Copies of Original Deed.

\_\_\_\_\_ **Application fee is attached:** (see fee schedule inside application form)

\_\_\_\_\_ Application date stamped

\_\_\_\_\_ Application is \_\_\_\_\_ complete \_\_\_\_\_ not complete

Checklist filled out by: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** When a hearing date has been scheduled, applicant or his designated agent will be responsible to notify the bounders of the date, time and place of the hearing, in accordance with Village Law. At that time, the secretary to the Planning Board will mail a copy of the public notice to the applicant or his designated agent with detailed instructions for notifying the bounders. Failure to properly notify the bounders, as instructed, will result in the inability of the Board to hear the application.

# Planning Board Application Instructions

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To assist the Planning Board in reviewing and processing this application, it is necessary that certain information be provided to the Planning Board. This information is found to be the minimum information necessary to deem the application complete and allow the application to be scheduled for a public hearing. At the time of the hearing, the Planning Board reserves the right to request additional information as may be needed to make an informed decision.

The following are the minimum submission requirements for the purpose of this application.

- (A) Twelve (12) copies of every Certificate of Occupancy issued for this property.
- (B) Twelve (12) copies of this Application form.
- (C) Application fee in accordance with the Application Fee Schedule below.
- (D) Twelve (12) copies of Environmental Assessment Form Part 1.
- (E) Twelve (12) copies of a Survey prepared within one year of the application date containing the required information listed in Section 197-63(f) of the Village Code.
- (F) Twelve (12) copies of Site Plan prepared by a Professional Engineer, Licensed Surveyor, Architect or Landscape Architect licensed by the State of New York, and shall bear his seal and signature. The site plan shall contain the required information contained in Section 197-63(g) of the Village Code. The survey may also constitute the Site Plan if all the necessary information for both is included.
- (G) Twelve (12) copies of a landscape plan or, in the alternative, the landscape plan shall be included as part of the Site Plan.
- (H) Twelve (12) copies of preliminary floor plans and elevations of the proposed improvements will be required by the Planning Board prior to approval.
- (I) Twelve (12) copies of preliminary subdivision.
- (J) Twelve (12) copies of original recorded deed.

## **ADDITIONAL INFORMATION:**

The applicant is instructed to review the Zoning Ordinance of the Incorporated Village of Westhampton Beach and become familiar with the requirements contained therein. Of particular importance are the submission requirements contained in Section 197-63 of the Village Code.

Upon completion of any Application, it will be reviewed for completeness. If all of the necessary information is provided, the Application will be scheduled for a Public Hearing. If additional information is required, you will be so notified.

The Planning Board meets the second Thursday of each Month. To be scheduled for a Public Hearing all Planning Board applications must be submitted thirty(30) days prior to the hearing date. Thereafter, any new information required by the Planning Board must be submitted to the Planning Board fourteen(14) days prior to the hearing date.

If no new information or reason for adjournment is received by the Planning Board by letter prior to the hearing date, the Application will be denied without prejudice. The applicant or his/her representative must be present at the regular meeting or the case will not be heard.

## **APPLICATION FEE SCHEDULE:**

**Site Plan(\$500.00 plus Engineering Review Fee for Site Plans)/Modification of Site Plan(\$250.00):** Items (A) through (H) of the requirements of the application. Where an application is for a permitted change of use and no changes to the site plan are proposed, items (F), (G) and (H) will not be required. In that case, the survey (item E) will suffice.

**Engineering Review Fee for Site Plans:** Ten cents per square foot of proposed area of site improvements, including all areas required to be graded, landscaped, paved or otherwise altered, but not including the building footprint of any existing or proposed buildings. This fee is to be paid at the time the site plan application is filed.

**Waiver of Site Plan(\$150.00):** Items (A), (B), (C), (D) and (E) of the requirements of the application. The survey (item E) may be greater than one(1) year old if the waiver is not for an improvement external to a building, but must show all current features. The applicant must also provide a sketch and/or scale drawing depicting the building alteration. Applications necessitating a change of use or an expansion of floor area are not eligible for a waiver.

**Subdivision, Modification of Subdivision(\$350.00)/Waiver of Subdivision:** Items (A), (B), (C), (D), (E), (I), (J) of the requirements of the application.

### **For Major Subdivisions:**

**\$150.00 Preliminary Fee plus \$150.00 per lot plus Engineering Review Fee for Subdivisions.**

**\$150.00 Final Fee plus \$150.00 per lot.**

### **For Minor Subdivisions:**

**\$150.00 Fee plus \$150.00 per lot**

**Engineering Review Fee for Subdivisions:** Five percent (5%) of the final estimated cost of capital improvements, excluding water mains and underground electric lines, shall be paid before the final plat is signed. An initial fee of **\$500.00** per lot shall be paid at the time of preliminary plat submission. This initial fee shall be subtracted from the total engineering review fee. The remainder shall be paid before the signing of the final plat.

**Special Exception Review:** All items required for an application are required except that for a change of use where no changes to the Site Plan are proposed, Items (F), (G) and (H) will not be required. This fee is paid to the Trustees upon Initial application to the Trustees.

Once the Planning Board has approved an Application, a permit from the Building Department will be required and will necessitate a separate application fee.



**Planning Board Application  
Planning Board Chairman Victor Levy**

Village of Westhampton Beach, 165 Mill Road, Westhampton Beach, NY 11978

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Date: \_\_\_\_\_

Application is hereby made for a:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Site Plan                | <input type="checkbox"/> Waiver of Site Plan   | <input type="checkbox"/> Modification of Site Plan   |
| <input type="checkbox"/> Subdivision              | <input type="checkbox"/> Waiver of Subdivision | <input type="checkbox"/> Modification of Subdivision |
| <input type="checkbox"/> Special Exception Review | <input type="checkbox"/> Other                 |  |

**PART I: OWNER INFO - Please type or Print below**

Property Location: \_\_\_\_\_

Owner(s) of Record: [ Full Name ] \_\_\_\_\_

Home Phone #: ( ) - Work #: ( ) - Cell #: ( ) -

Email Address: \_\_\_\_\_

Mailing Address of Owner(s): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**PART II: AGENT INFO - if applicable**

Agent Name: \_\_\_\_\_

Work #: ( ) - Cell #: ( ) - Email Address: \_\_\_\_\_

Mailing Address of Agent: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**NOTE:** *If this application is being made by someone other than the owner, the owner must sign the owner(s) authorization (See Page 4).*

**PART III: ATTORNEY INFO**

Attorney for Applicant: \_\_\_\_\_

Work #: ( ) - Cell #: ( ) - Email Address: \_\_\_\_\_

Mailing Address of Attorney: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**PART IV: SURVEYOR/ENGINEER INFO**

Surveyor or Engineer Name: \_\_\_\_\_

Work #: ( ) - Cell #: ( ) - Email Address: \_\_\_\_\_

Mailing Address of Surveyor or Engineer: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**PART V: EXISTING SITE INFORMATION**

(A) Project Title: \_\_\_\_\_

(B) Project Address: \_\_\_\_\_

(C) Suffolk County Tax Map #: District: 0905 Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

(D) Size of Property: \_\_\_\_\_

(E) Zoning District: \_\_\_\_\_

(F) Present Use of the Property: \_\_\_\_\_

(G) Size of Present Structures: \_\_\_\_\_

(H) Existing Number of Parking Spaces: \_\_\_\_\_

**PART VI: PROPOSED PROJECT INFORMATION**

(A) Description of Proposed Project: \_\_\_\_\_

(B) Proposed Building Size: \_\_\_\_\_

(C) Total Building Size (Existing & Proposed): \_\_\_\_\_

(D) Number of Uses or Tenants: \_\_\_\_\_

(E) Proposed Use(s): \_\_\_\_\_

(F) Number of Parking Spaces Proposes: \_\_\_\_\_

(G) Easements or other restrictions on property: \_\_\_\_\_

(H) Encumbrances on property: \_\_\_\_\_

(I) Number of proposed subdivided lots: \_\_\_\_\_

(J) Total of the proposed area of site improvements: \_\_\_\_\_ sq. ft.  
(for purposes of determining the required fee as provided for in Chapter A200-1.A.(3)(b) of the Village Code)



**Planning Board Application (continued) and Owner Authorization  
Planning Board Chairman Victor Levy**

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**PART VII: SUBDIVISION ONLY**

(A) Other properties within 1000 feet of subdivision held in name of applicant in which owners or stockholders in proposed subdivision have an interest (attached separate sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(B) Would the requested subdivision result in parcels (whether or not presently improved) which would comply with the Zoning Ordinance without a variance? \_\_\_\_\_ If not, (a) has application been made to the Zoning Board of Appeals for a variance? \_\_\_\_\_ and (b) if so, attach a copy of the application for the variance and a copy of the Zoning Board of appeals decision thereon.

(C) Does applicant, (directly or indirectly, including, but not limited to any stockholder of applicant, if a corporation) or any predecessor in title since March 6, 1970, own adjacent property? \_\_\_\_\_. If yes, (a) when did the parcel, which is the subject of this application, first come into separate ownership? \_\_\_\_\_, and (b) was the subdivision resulting in such separate ownership approved by the Planning Board \_\_\_\_\_ and (c) if yes, indicate the date of such approval \_\_\_\_\_.

**Sworn to Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

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

\_\_\_\_\_  
**OWNER SIGNATURE (Required)**

**If Owner is a Corporation, indicate name of Corporation and Officer(s) Title**

\_\_\_\_\_  
**NAME OF CORPORATION**

\_\_\_\_\_  
**TITLE OF OFFICER**

**OWNER(s) AUTHORIZATION:  
(if necessary)**

**STATE OF NEW YORK )**  
**) SS.:**  
**COUNTY OF SUFFOLK )**

\_\_\_\_\_, being duly sworn, depose and say, that I reside at \_\_\_\_\_  
\_\_\_\_\_. That I am the owner (or an officer of the corporation, which is the owner) of the premises described in this application, and hereby authorize \_\_\_\_\_, whose mailing address is \_\_\_\_\_ to make the foregoing application and to appear on my behalf before the Planning Board of the Village of Westhampton Beach with reference to this application. I hereby agree to allow my agent, whose name and address appears above, to act on my behalf, and I further agree to abide by any requirements imposed by the Planning Board as a condition of its approval.

**Sworn to Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

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

\_\_\_\_\_  
**OWNER SIGNATURE**



**Environment Assessment Form  
Planning Board Chairman Victor Levy**

Village of Westhampton Beach, 165 Mill Road, Westhampton Beach, NY 11978

**Phone:** 631-288-2429 **Fax:** 631-288-6275 **Email:** secretary@westhamptonbeach.org



**Part 1 (To be completed by the Applicant)**

*(NOTE: To be accompanied by a survey showing location of project or action, including elevations if necessary).*

The purpose of this Environmental Assessment Form is to provide information, which will assist the Village in determining whether the action you propose, may have a significant impact or effect on the environment. Answers to these questions will be considered as part of the application for approval and may be subject to further verification and public review. Please complete the entire form leaving no blanks. If a question does not apply, please indicate so.

This is a standardized form widely used by agencies of government in an effort to comply with the State Environmental Quality Review Act and to protect the environment by a close review of a proposed action. Different parts, accordingly, will be of lesser or greater significance depending on actual facts as presented by applicant.

*NOTE: If sufficient space does not exist to give appropriate answers to any question(s) on this form, please attach sheet giving such answers properly referenced to question number and page number.*

**VILLAGE REVIEWING AGENCY**

Project Name: _____	Site Plan: _____
Street: _____	Subdivision Waiver: _____
Zoning District: _____	Subdivision: _____
County Tax Map Parcel No.: _____	Special Permit: _____
Map, Block, Lot: _____	Zoning Board: _____

**OWNER:**

Name: \_\_\_\_\_  
 Full Address: \_\_\_\_\_  
 P.O. and Zip Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**ATTORNEY OR AGENT:**

Name: \_\_\_\_\_  
 Full Address: \_\_\_\_\_  
 P.O. and Zip Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**SURVEYOR/ENGINEER:**

Name: \_\_\_\_\_  
 Full Address: \_\_\_\_\_  
 P.O. and Zip Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**DESCRIPTION OF PROJECT:** *(Briefly describe type of project or action)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**A. SITE DESCRIPTION** *(Physical setting of overall project, both developed and undeveloped areas)*

1. General character of the land: \_\_\_\_\_ Generally uniform slope, \_\_\_\_\_ Generally uneven and rolling or irregular  
 2. Present land use: \_\_\_\_\_ Urban, \_\_\_\_\_ Industrial, \_\_\_\_\_ Commercial, \_\_\_\_\_ Rural, \_\_\_\_\_ Forest, \_\_\_\_\_ Agriculture, \_\_\_\_\_ Suburban, Other (describe): \_\_\_\_\_

3. Approximate percentage of project area:	<u>Presently</u>		<u>After completion</u>
Meadow or brushland	_____ %		_____ %
Forested	_____ %		_____ %
Agricultural	_____ %		_____ %
Water surface	_____ %		_____ %
Wetland	_____ %		_____ %
Unvegetated (rock, earth or fill)	_____ %		_____ %
Roads, buildings and other paved surfaces	_____ %		_____ %
Other (indicate type) _____	_____ %		_____ %

4. What is predominant soil type(s) on site? \_\_\_\_\_

5. Approximate percentage of presently undeveloped project area with slopes:  
 \_\_\_\_\_ 15% or greater; \_\_\_\_\_ 10-15%; \_\_\_\_\_ 0-10%



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6. Is project located within quarter mile of or contain:
- a. A building or site listed on the National Register of Historic Places \_\_\_\_\_ Yes, \_\_\_\_\_ No
  - b. A building or site listed on the Statewide Inventory or Historic and Cultural Resources \_\_\_\_\_ Yes, \_\_\_\_\_ No
  - c. An archeological site or fossil bed \_\_\_\_\_ Yes, \_\_\_\_\_ No
7. What is the depth to the water table? \_\_\_\_\_ feet
8. Do hunting or fishing opportunities presently exist in the project area? \_\_\_\_\_ Yes, \_\_\_\_\_ No
9. Does project site contain any species of plant or animal life that is identified as Threatened or Endangered? \_\_\_\_\_ Yes, \_\_\_\_\_ No

If Yes, identify each species: \_\_\_\_\_

10. Are there any unique or unusual landforms on the project site? (i.e. cliffs, dunes, other geological formations) \_\_\_\_\_ Yes, \_\_\_\_\_ No

If Yes, describe: \_\_\_\_\_

11. Is the project site presently used by the community or neighborhood as an open space or recreation area? \_\_\_\_\_ Yes, \_\_\_\_\_ No
12. Does the present site offer or include Scenic views or Vistas known to the community? \_\_\_\_\_ Yes, \_\_\_\_\_ No
13. Are there any streams within or contiguous to project area? \_\_\_\_\_ Yes, \_\_\_\_\_ No
14. Are there lakes, ponds, or wetland areas within or contiguous to project area? \_\_\_\_\_ Yes, \_\_\_\_\_ No

If Yes, (a) Name: \_\_\_\_\_, (b) Size in acres: \_\_\_\_\_

15. What is the dominant Land Use and Zoning Classification within a 1/2 mile radius of the project (e.g. single family residential, R-2) and the scale of development (e.g. two story)

**B: PROJECT DESCRIPTION**

1. Physical dimensions and scale of project (fill in dimensions as appropriate).
- a. Total contiguous acreage owned by project sponsor \_\_\_\_\_ acres.
  - b. Project acreage developed: \_\_\_\_\_ acres initially: \_\_\_\_\_ acres ultimately.
  - c. Project acreage to remain undeveloped \_\_\_\_\_ acres.
  - d. Length in miles \_\_\_\_\_.
  - e. If project is an expansion of existing structure(s), indicate percent of expansion proposed:  
Building square footage \_\_\_\_\_ developed acreage \_\_\_\_\_.
  - f. Number of off-street parking spaces existing \_\_\_\_\_ Proposed \_\_\_\_\_.
  - g. Maximum vehicular trips generated per hour \_\_\_\_\_ (Upon completion of project).
  - h. If residential, Number and type of housing units:
- |          |                          |                          |                               |                           |
|----------|--------------------------|--------------------------|-------------------------------|---------------------------|
|          | <b><u>One Family</u></b> | <b><u>Two Family</u></b> | <b><u>Multiple Family</u></b> | <b><u>Condominium</u></b> |
| Initial  | _____                    | _____                    | _____                         | _____                     |
| Ultimate | _____                    | _____                    | _____                         | _____                     |
- i. If: Orientation
- |            |  |                                    |
|------------|--|------------------------------------|
|            | <b><u>Neighborhood-Town-Regional</u></b> | <b><u>Estimated Employment</u></b> |
| Commercial | _____                                    | _____                              |
| Industrial | _____                                    | _____                              |
- j. Total height of tallest proposed structure \_\_\_\_\_ feet.
2. How many acres of land will be graded? \_\_\_\_\_ acres.
3. How much natural material (i.e. rock, earth, etc.) will be removed from the site? \_\_\_\_\_ tons; \_\_\_\_\_ cubic yards.
4. Approximate percentage of developed project area with slopes: \_\_\_\_\_ 15% or greater, \_\_\_\_\_ 10-15%, \_\_\_\_\_ 0-10 %
5. How many acres of vegetation (trees, shrubs, ground covers) will be removed from the site? \_\_\_\_\_ acres.
6. Will any mature forest (over 100 years old) or other locally important vegetation be removed by this project? \_\_\_\_\_ Yes, \_\_\_\_\_ No
7. Are there any plans for revegation to replace that removed during construction? \_\_\_\_\_ Yes, \_\_\_\_\_ No



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8. If single phase project: (a) Anticipated date of commencement: Month \_\_\_\_\_, Year \_\_\_\_\_  
 (b) Approximate completion date: Month \_\_\_\_\_, Year \_\_\_\_\_
9. If multi-phased project: (a) Total # of phases anticipated? \_\_\_\_\_  
 (b) Anticipated date of commencement Phase 1 (including demolition): Month \_\_\_\_\_, Year \_\_\_\_\_  
 (c) Approximate completion date final phase: Month \_\_\_\_\_, Year \_\_\_\_\_  
 (d) Is Phase 1 financially dependent on subsequent phases? \_\_\_\_\_ Yes, \_\_\_\_\_ No
10. Number of jobs generated: During construction \_\_\_\_\_ after project completed \_\_\_\_\_.
11. Number of jobs eliminated by this project: \_\_\_\_\_.
12. Will project require relocation of any projects or facilities? \_\_\_\_\_ Yes, \_\_\_\_\_ No  
 If yes, explain: \_\_\_\_\_

13. Acreage of freshwater or tidal wetlands affected by project: \_\_\_\_\_ acres.
14. (a) Is surface or subsurface liquid waste disposal involved? \_\_\_\_\_ Yes, \_\_\_\_\_ No  
 (b) If Yes, indicate type of waste (sewage, industrial, etc.) \_\_\_\_\_  
 (c) If surface disposal, name of stream into which effluent will be discharged. \_\_\_\_\_
15. Will surface area of existing lakes, ponds, streams, bays or other surface waterways be increased or decreased by proposal? \_\_\_\_\_ Yes, \_\_\_\_\_ No
16. Is project or any portion of project located in the 100 year flood plain? \_\_\_\_\_ Yes, \_\_\_\_\_ No
17. (a) Does project involve disposal of solid waste? \_\_\_\_\_ Yes, \_\_\_\_\_ No  
 (b) If Yes, will an existing solid waste disposal facility be used? \_\_\_\_\_ Yes, \_\_\_\_\_ No  
 (c) If Yes, give name: \_\_\_\_\_ location \_\_\_\_\_  
 (d) Will any wastes not go into a sewage disposal system or into a sanitary landfill? \_\_\_\_\_ Yes, \_\_\_\_\_ No
18. Will project use herbicides or pesticides? \_\_\_\_\_ Yes, \_\_\_\_\_ No
19. Will project routinely produce odors (more than one hour per day)? \_\_\_\_\_ Yes, \_\_\_\_\_ No
20. Will project cause a continuing increase in noise levels on completion? \_\_\_\_\_ Yes, \_\_\_\_\_ No
21. Will project case an increase in energy use? \_\_\_\_\_ Yes, \_\_\_\_\_ No
22. If water supply is from wells, indicate pumping capacity: \_\_\_\_\_ gallons per minute.
23. Total anticipated water usage per day: \_\_\_\_\_ gallons per day.
24. Zoning: (a) Current specific zoning classification of site: \_\_\_\_\_  
 (b) Is proposed use consistent with present zoning? \_\_\_\_\_ Yes, \_\_\_\_\_ No  
 (c) If No, indicate desired zoning: \_\_\_\_\_
25. Approvals: (a) Is any Federal permit required? \_\_\_\_\_ Yes, \_\_\_\_\_ No  
 (b) Does project involve State or Federal funding or financing? \_\_\_\_\_ Yes, \_\_\_\_\_ No  
 (c) Local and Regional approvals:

	<u>Approval</u>	<u>Type Approval</u> <u>Required</u>	<u>Submittal</u> <u>(date)</u>	<u>Approval</u> <u>(date)</u>
Village Board if Trustees:	_____ Yes, _____ No	_____	_____	_____
Village Planning Board:	_____ Yes, _____ No	_____	_____	_____
Village Zoning Board:	_____ Yes, _____ No	_____	_____	_____
County Health Department:	_____ Yes, _____ No	_____	_____	_____
Other Suffolk County Agencies:	_____ Yes, _____ No	_____	_____	_____
State DEC:	_____ Yes, _____ No	_____	_____	_____
Federal Agencies:	_____ Yes, _____ No	_____	_____	_____

**C: INFORMATION DETAILS** Attach any additional information as may be needed to clarify your project.

If there are or may be any adverse impacts associated with the proposal, please discuss such impacts and the measures, which can be taken to mitigate or avoid them.

PREPARERS SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_ DATE: \_\_\_\_\_