



**Building Department**  
236 Third Street, Greenport, NY, 11944  
(631) 477-0248  
[www.villageofgreenport.org](http://www.villageofgreenport.org)

## **Site Plan Review Application**

### **INSTRUCTIONS FOR SITE PLAN APPLICATION:**

Please submit the following in six (6) sets collated into separate packets, with original signed set and check for filing fee clipped on top.

1. Completed Application signed and notarized.
2. Proposed site plan with all related documents and information.
3. Copies of noted Covenants and/or Restrictions, if applicable.
4. Environmental Assessment Form.

**Note:** Properties located within the Historic District will require that a completed application be submitted to the Historic Preservation Commission.

### **Planning Board Fee Schedule:**

- **Site Plan and SEQRA:** \$750.00
- **Site plan review when site is larger than one acre:** Additional \$1,250.00
- **If total square footage of the building or buildings exceeds 10,000 SF:** Additional \$1,250.00
- **If the anticipated cost of the project when completed exceeds \$50,000:** Additional 1% of project cost, minimum \$200
- **If Significant Application/Conditional Use with Presubmission Conference:** Additional \$2000.00
- **Entertainment Permit Only:** \$250.00

**All Planning Board filings will require a deposit of \$2,000.00 to be used for consulting fees if deemed necessary by the Planning Board. (§ 150-40 Code of The Village of Greenport)**

### **Please Note:**

If this application is applied for by an LLC, a list of acting members of that LLC must be provided with this application.



## **PLANNING BOARD** **SITE PLAN REVIEW APPLICATION**

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**Date of Application** \_\_\_\_\_

All information below is to be completed by the applicant. This completed application is to be accompanied by the proposed Site Plan, Copies of Covenants and/or Restrictions, where applicable, Environmental Assessment Form, building plans showing elevations, setbacks, floor plans, room dimensions, current survey and quality of material, where applicable.

**THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)**

\_\_\_\_\_  
First Name                      Last Name                      Business Name, if applicable

\_\_\_\_\_  
Mailing Address                      City/ Town/ Village                      State                      Zip

\_\_\_\_\_  
Phone #                      E-Mail Address

**CONTACT PERSON (if different from owner)**

*The person to receive all correspondence:*

\_\_\_\_\_  
First Name                      Last Name                      Business Name, if applicable

\_\_\_\_\_  
Mailing Address                      City/ Town/ Village                      State                      Zip

\_\_\_\_\_  
Phone #                      E-Mail Address

***IF ANYONE OTHER THAN THE OWNER COMPLETES THIS APPLICATION, WRITTEN CONSENT FROM THE OWNER MUST BE SUBMITTED WITH THIS APPLICATION.***

**Location:**

Suffolk County Tax Map Number: 1001 Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot \_\_\_\_\_

Street Address: \_\_\_\_\_ Greenport, New York, 11944

**Zoning District:** ☐ WC ☐ R1 ☐ R2 ☐ PD ☐ CR ☐ CG

**Is property located within the Historic District?** ☐ Yes ☐ No



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### **Project Information:**

☐ Residential ☐ Commercial

**Proposed Starting Date:** \_\_\_\_\_

### **Project Description:**

*Please describe project in detail. (Use an additional sheet if necessary)*

### **Please check the following boxes for permits this project will require:**

- ☐ Building Permit
- ☐ Wetlands Permit
- ☐ Suffolk County Planning Board
- ☐ New York State D.E.C.
- ☐ United States Army Corps of Engineers
- ☐ Suffolk County Health Department
- ☐ New York State Department of State Coastal Flood Management

**Does this application require a Zoning Board of Appeals Variance?** ☐ Yes ☐ No

## AFFIDAVIT

Village of Greenport     )  
Town of Southold         )  
County of Suffolk        ) ss  
State of New York        )

I swear that to the best of my knowledge and belief that the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the Building Code, Zoning Code, and all other laws pertaining to the proposed work shall be complied with, whether specified of not, and that such work and inspections are authorized by the owner. The Village of Greenport is hereby granted permission to enter the property listed as the "Location" for the purposes of inspecting my property for a site visit. I understand that if approved, Site Plan approval will be granted and accepted on condition that the provisions of Federal, State and Local rules and regulations, and any additional requirements of the Site Plan are complied with. I understand that any approval granted will be deemed null and void if any information pertaining to restrictions and/or covenants prior to the date of this application are discovered after Site Plan approval is granted. Any violation of all applicable codes, or deviations from the approved Site Plan will result in the immediate revocation of this Site plan approval & legal action will be taken against me. No responsibility rests upon the Village of Greenport, Code Enforcement Official or the Fire Department by reason of this application and permit.

Sworn to be before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_  
Owner or Applicant

\_\_\_\_\_  
Notary Public, Suffolk County, New York