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**TRUSTEES OF THE FREEHOLDERS AND COMMONALTY
OF THE TOWN OF EAST HAMPTON**

P.O. Box 7073, Amagansett, NY 11930

Phone: (631)267-8688 Fax: (631) 267-2064

PERMIT APPLICATION INSTRUCTIONS

1. No work or other activity covered by this application may be undertaken on Trustee Property before the Trustees have granted their approval. Applicants must carefully review the Trustees Rules and Regulations prior to completing and submitting this application.
2. This application must be fully completed, legibly in ink or printed, and all of its requirements complied with. If a question is not applicable, so indicate by entering "NA". The completed application must be submitted to the Office of the East Hampton Town Trustees located on Bluff Road in Amagansett.
3. This application must be signed by the owner of the upland property to be benefited, improved or in any manner served by the proposed project as well as by the person, firm or corporation by whom the work is to be performed as permit will only be issued to property owners.
4. This application must consist of and be accompanied with the following:
 - A) **COMPLETED APPLICATION:** Four (4) copies of this completed application form.
 - B) **APPLICATION FEE:** An application fee in the amount of \$100.00 for new applications (non-refundable) and \$75.00 for a renewal (non-refundable). Checks should be made payable to the East Hampton Town Trustees. Only one (1) renewal of any application will be considered. After one (1) renewal, a new application must be submitted.

- C) **PLANS:** Four (4) blueprint copies of the plan illustrating the proposed layout and construction of the project. These plans shall be drawn to scale and describe in detail all of the work to be performed and the materials to be used.
- D) **SURVEY:** Four (4) original copies of a current survey prepared by a licensed surveyor bearing an embossed/inked seal and signature, certified to the East Hampton Town Trustees, drawn to scale and showing in detail:
- i) All property lines with directional bearings and distances, the property's relationship to adjoining premises and public streets.
 - ii) The nature, size and location of any of the following natural features within two hundred feet (200') of the boundary lines of the property and/or contained wholly or partially on the site: Beaches, Beach Grass, Bluffs, Dunes, Tidal Waters, Watercourses and Wetlands, all as defined in Chapter 153-1-20 of the East Hampton Town Code.
 - iii) Accurate depth soundings of all water bodies or channels in which construction or dredging is proposed.
 - iv) Cultural features such as buildings, existing shoreline structures on and adjacent to the site, trails, etc...
- E) **VERIFICATION:** The attached two (2) verification forms must be signed, dated and notarized; or if it cannot be truthfully sworn to, an explanation must accompany this application stating fully why it cannot be sworn to.
- F) **ADDITIONAL NOTES:**
- i) The submission of an accurate thorough application with all necessary information supplied is a prerequisite to the processing of the application. An incomplete application will be returned to the applicant.
 - ii) An undertaking secured by certified check or other acceptable security may be required to guarantee the performance of the proposed project in accordance with the terms and conditions of the permission granted by the Trustees. The Trustees may also require the applicant to secure an adequate comprehensive public liability policy protecting the Board of Trustees from liability due to damage to persons or property resulting from or arising in connection with said project.
 - iii) In addition to the permission of the Trustees, permits for the proposed action may be required by other agencies, e.g. Army Corps of Engineers, Department of Environmental Conservation, or any agencies of the Town of East Hampton.
- G) **ADDITIONAL INFORMATION:** The Board of Trustees reserves the right and option to request additional information from the applicant at any time during the review/permit process.



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www.trustees.easthamptonny.gov

PERMIT APPLICATION

1. APPLICATION FOR (Check all that apply):

- | | | | |
|------------------------|-------|------------|-------|
| Bulkhead Repair | _____ | Stairway | _____ |
| Dock Repair | _____ | Dredging | _____ |
| Dune Restoration | _____ | Excavation | _____ |
| Filing | _____ | Grading | _____ |
| Phragmite Removal | _____ | Renovation | _____ |
| Revetment Repair | _____ | Sand Fence | _____ |
| Other (explain): _____ | | | |

2. PROJECT INFORMATION:

- a) **PROJECT TITLE:** _____
- b) **LOCATION INFORMATION:**
 Suffolk County Tax Map No.: _____
 Street: _____

3. APPLICANT INFORMATION:

- a) **OWNER:** _____
- Mailing Address: _____

- Physical Address: _____

- Telephone #: _____

b) **APPLICANT** : (if other than owner): _____

Mailing Address: _____

Telephone #: _____

c) **ATTORNEY OR AGENT**: _____

Mailing Address: _____

Telephone #: _____

d) **CONSTRUCTION COMPANY**: _____

Mailing Address: _____

East Hampton Home Improvement Contracting License: _____

Telephone #: _____

e) **SURVEYOR AND/OR ENGINEER**: _____

Mailing Address: _____

Telephone #: _____

4. **CORRESPONDENCE** to be sent to: (specify a-e above) _____

5. **ESTIMATED COST OF PROJECT**: _____

6. a) **APPROXIMATE START DATE**: _____

b) **APPROXIMATE TIME FRAME TO COMPLETE PROJECT**: _____

7. **ENCUMBRANCES**: Are there any encumbrances on the property, particularly right-of-way easements or use restrictions? Yes _____ No _____

8. **TITLE**: Does applicant or predecessor title to adjacent property? Yes _____
No _____

If yes, give description and state when this parcel came into separate ownership. _____

9. **ADJACENT PROPERTY OWNERS:** Provide the names and addresses of abutting owners and owners directly across adjoining street (including those in other municipalities). It is suggested that you contact the Town Assessor's Office to obtain this information.

10. **ADDITIONAL INFORMATION:**

- a) If this is an application for routine maintenance, is it to:
Repair or replace an existing coastal structure _____
Maintenance Dredge _____
- b) If dredging, state number of cubic yards to be dredged _____
Location of proposed dredge spoil site _____

c) Any other pertinent information to the consideration of this application:

11. **PURPOSE:** Explain project in detail. Include the materials to be used; the machinery required to complete the project; how the project site will be accessed, etc... Attach a separate sheet if necessary.

IMPORTANT VERIFICATION

THE SUBMISSION OF AN ACCURATE, THOROUGH APPLICATION WITH ALL NECESSARY INFORMATION SUPPLIED IS A PREREQUISITE TO THE PROCESSING OF THE APPLICATION. AN INCOMPLETE APPLICATION WILL BE RETURNED TO THE APPLICANT FOR COMPLETION.

AN UNDERTAKING SECURED BY CERTIFIED CHECK OR OTHER ACCEPTABLE SECURITY MAY BE REQUIRED TO GUARANTEE THE PERFORMANCE OF THE PROPOSED PROJECT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE PERMISSION GRANTED BY THE TRUSTEES. THE TRUSTEES MAY REQUIRE THE APPLICANT TO SECURE AN ADEQUATE COMPREHENSIVE PUBLIC LIABILITY POLICY PROTECTION THE BOARD OF TRUSTEES FROM LIABILITY DUE TO DAMAGE TO PERSONS OR PROPERTY RESULTING FROM OR ARISING IN CONNECTION WITH SAID PROJECT.

STATE OF NEW YORK)
COUNTY OF SUFFOLK) ss:

_____, being duly sworn disposes and says (s)he is the applicant/agent for the property above described; that all statements made in this application are true to the best of his/her knowledge; that the attached or accompanying map and/or sketches are accurate; and that (s)he has read the notices contained in this application, understands the same and agrees to abide thereby; and that the project which is subject of this application will be carried out in accordance with the duly adopted rules and regulations of the East Hampton Town Trustees and in accordance with the terms and conditions set forth by the Trustees in their decision and in accordance with all applicable laws.

Date

Signature of Applicant

STATE OF NEW YORK, COUNTY OF SUFFOLK} ss:

On the _____ day of _____ in the year 20____ before me, the undersigned personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her capacity(ies), and that by his/her/their signature(s) on the instrument, the instrument, the individual(s), or persons on behalf of which the individual(s) acted, executed the instrument, and that such individual made such an appearance before the undersigned in the

(Insert the city or other political subdivision and state or county or other place the acknowledgment was taken.)

Date

Notary Public

IMPORTANT VERIFICATION

STATE OF NEW YORK)
COUNTY OF SUFFOLK) ss:

_____, being duly sworn deposes and says that (s)he is the owner of the property above described; that the person, company or firm submitting this application is authorized to do so on my behalf. I agree to be bound by all representations made by the applicant pursuant to this application and I further agreed that the project which is the subject of this application will be carried out in accordance with the duly adopted rules and regulations of the East Hampton Town Trustees and in accordance with all other applicable law.

Date

Signature of Owner

STATE OF _____, COUNTY
OF _____}ss:

On the _____ day of _____, in the year 20____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person on behalf of which the individual(s) acted, executed the instrument, and that such individual made such appearance before the undersigned in the

(Insert the city or other political subdivision and state or county or other place the acknowledgment was taken.)

Date

Notary Public