

Planning Board Applications

The Planning Board is responsible for reviewing all sub-divisions, commercial site plans applications and applications to place fill, a tennis court or a berm on residential properties in the Village. During this review process, the Planning Board insures that Code regulations involving the health, safety and welfare of the public are addressed, and that pertinent agencies are apprised of the progress of applicant's project.

1. Planning Board application forms with detailed instructions are available at the Building and Zoning Department In the Municipal Building, 165 Mill Road, Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m.
2. Eight (8) complete Planning Board applications (2 signed and notarized originals and 6 photocopies) shall be submitted to the Planning Board Secretary (intake person) at the Building & Zoning Department, who is responsible for the completion of an application intake checklist.
3. Planning Board applications which are not complete and do not have the required attachments will not be accepted by the intake person. Applications and copies of the application checklist will be returned.
4. Complete and accurate applications to the Planning Board will be eligible to be placed on the agenda of the next scheduled monthly meeting if submitted by no later than 3:00 p.m. on the date of the current monthly meeting. Planning Board meetings are held on the 2nd Thursday of each month.
5. Planning Board applications and attachments which are deemed to be complete, must be date stamped. Copies of applications and attachments will be forwarded to the Village Building Inspector, Village Engineer, Village Planner, Village attorney and Planning Board chairperson for review.
6. In the event that additional information is required to complete the initial review of Planning Board applications, the applicant will be notified by mail of any additional information needed.
7. The Planning Board meeting notice will be sent to the official newspaper by the Friday, three (3) weeks prior to the meeting date. Applications which are withdrawn after the publication of the meeting notice will remain on the agenda for an official resolution at the meeting.
9. The Planning Board Secretary will send the meeting notice to the Planning Board members, Village Attorney, Village Engineer, Village Planner and holdovers from prior meetings or their designated agents two weeks prior to the meeting date.
10. When a hearing date has been scheduled, applicant or applicant's designated agent will be responsible to notify the bounders within 200 feet of the subject property of the date, time, and place of the hearing in accordance with Village Law. The Planning Board Secretary will mail a copy of the meeting notice to the applicant or his designated agent with detailed instructions for notifying the bounders, together with a list of the names and addresses of the bounders to be notified. Failure to properly notify the bounders, as instructed, will result in the inability of the Board to hear the application. Applicants are not required to notify bounders on applications for site plan waivers or subdivision waivers.
11. The Planning Board meeting notice will appear in *The Southampton Press*, *Western Addition*, or other official newspaper two weeks prior to the meeting date.
12. After the meeting, the Planning Board Secretary will mail the Planning Board's Resolution to the applicant or applicant's designated, together with any covenants that may be required to be recorded in accordance with the resolution. In the event a covenant is required, it is applicant's responsibility to record the covenant in the Suffolk County Clerk's Office, at his own cost and expense, and provide the Planning Board Secretary with a recorded copy of the covenant within the time prescribed in the resolution.
13. A copy of the Planning Board resolution will be filed with the Village Clerk's Office after the Planning Board meeting.
14. The Planning Board Secretary will retain all files approved, subject to covenants/conditions which must be complied with prior to the issuance of building permits. The Planning Board Secretary will notify the Building Administrator as soon as all required submissions are received.
15. The Building Department will issue building permits for approved site plans or site plan waivers as soon as all required documents are submitted and deemed to be complete by the Building Administrator.
16. Applications which have been approved by the Planning Board and require architectural review will be referred to the Architectural Review Board.