

# TOWN OF HUNTINGTON

## DEPARTMENT OF PLANNING AND ENVIRONMENT

### **PRELIMINARY APPLICATION REQUIREMENTS**

*Please call for an appointment prior to submitting a new application (631) 351-3196*

1. Proposed Preliminary Subdivision Maps. See attached for the minimum number of maps required. The property survey(s) must not be more than one (1) year old at the time of application.
2. Letter of Intent, describing the subject property(s) and proposed development, and a history of the past use of the subject property. If the site was previously farmed or used industrially, or if there are any indications of soil contamination, soil sampling and analysis may be required. Any pending or anticipated accessory apartment application, home occupation application, special use permits or special exceptions, etc., shall be indicated in the applicant's letter of intent.
3. **Preliminary Application** signed and notarized. The Applicant must clearly sign and date the application in order for it to be accepted.
4. A non-refundable Preliminary Application fee in the form of a check payable to: Town of Huntington.
5. A completed NYS DEC Environmental Assessment Form, Part I.
6. A non-refundable SEQRA EAF Review fee in the form of a check payable to: Town of Huntington.
7. A completed **Certification of Disclosure** signed and notarized. The Applicant must clearly sign a separate disclosure and indicate the parties with an interest in the application in order to be acceptable.
8. **Contact Designation Form**, designating a primary contact for the application.
9. A **Corporate Resolution** designating the name of the individual(s) authorized to represent and sign for the corporation, company, etc., with respect to the proposed application.
10. **Owner(s) and Applicant(s) Affidavits**, if subject property is under contract.
11. **Code Enforcement Statement** indicating the results of a violation search. The violation search shall be dated no more than sixty (60) days prior to the submission of the Preliminary Application.
12. If the subject property(s) has undergone a Pre-Application review, attach the findings of the staff.
13. A copy of all Zoning Board of Appeals variance(s) and/or special use permit(s) on the subject property(s), including the SEQRA decision if given, and the Letter of Denial.
14. A copy of all covenants and restrictions, easements, zone change or historic designation documentation, Health Department waivers, etc., on the subject property(s).
15. A copy of the Certificates of Occupancy or Letter in Lieu for each structure for each tax map number, available from the Building Department.
16. A copy of the Assessor's card for each tax map number, available from the Assessor's Office.
17. A copy of current deed(s), and deed(s) prior to 1970 for described properties not on a filed subdivision map.
18. If zoning modifications are desired, a written request shall be submitted to the Planning Board. The request should describe how the proposed modifications would provide a public benefit by promoting the most appropriate use of land, facilitating the most economical use of streets/utilities or preserving open space and the natural scenic qualities of the land.
19. In order to obtain a waiver from required Town improvements (See Section 6 - Design Standards for Improvements); a written request shall be submitted to the Planning Board detailing the need for the requested waivers. Note: If the request for a waiver is granted, the applicant may be required to pay a fee in lieu of completing the required improvements. (I.e. Town of Huntington Curb and Sidewalk Fund).
20. Any other additional documentation or information deemed necessary for proper review and evaluation of the application as requested by the Department or the Planning Board.

## **Important Notes:**

- Proposed maps must be individually folded, **not stapled**.
- For additional map design criteria, specifications and requirements refer to the Subdivision and Site Plan Regulations (PDF) available online at [www.HuntingtonNY.gov/PlanningRegs](http://www.HuntingtonNY.gov/PlanningRegs).
- Five (5) copies of a Steep Slope Analysis may be required in order to determine compliance with Huntington Town Code, Article X, The Steep Slopes Conservation Law.
- Five (5) copies of fully conforming Yield Maps are required if Modifications are proposed.
- If the subdivision map is not located within a Sewer District and is not in conformance with the Suffolk County Sanitary Code, Article 6, a variance from the Suffolk County Department of Health Services or a Transfer of Flow Rights pursuant to Town Code Chapter 172 may be required prior to the Director of Planning and Environment signing the Final Map. It is the applicant's responsibility to coordinate any proposed development with the Suffolk County Department of Health Services at the earliest possible date. Contact the Suffolk County Department of Health Services for further information.
- For parcels that lie within the Huntington and Centerport Sewer Districts, and for parcels that are intending to apply to enter either district, contact the Department of Environmental Waste Management for more information.
- If the subject property(s) are located within the Local Waterfront Revitalization Program (LWRP), a Consistency Assessment Form is required. Contact the Department of Maritime Services for further information.

## **Variable Expenses:**

- Surveyor/Engineer
- Attorney
- Public Hearing mailing notification to surrounding property owners
- Public Hearing sign(s)
- Recreation fee in lieu of park dedication
- Performance bond
- Inspection fee (9% of performance bond)
- Extension fees – to guarantee installation of improvements
- Maintenance bond
- Filing fees for Suffolk County Clerk