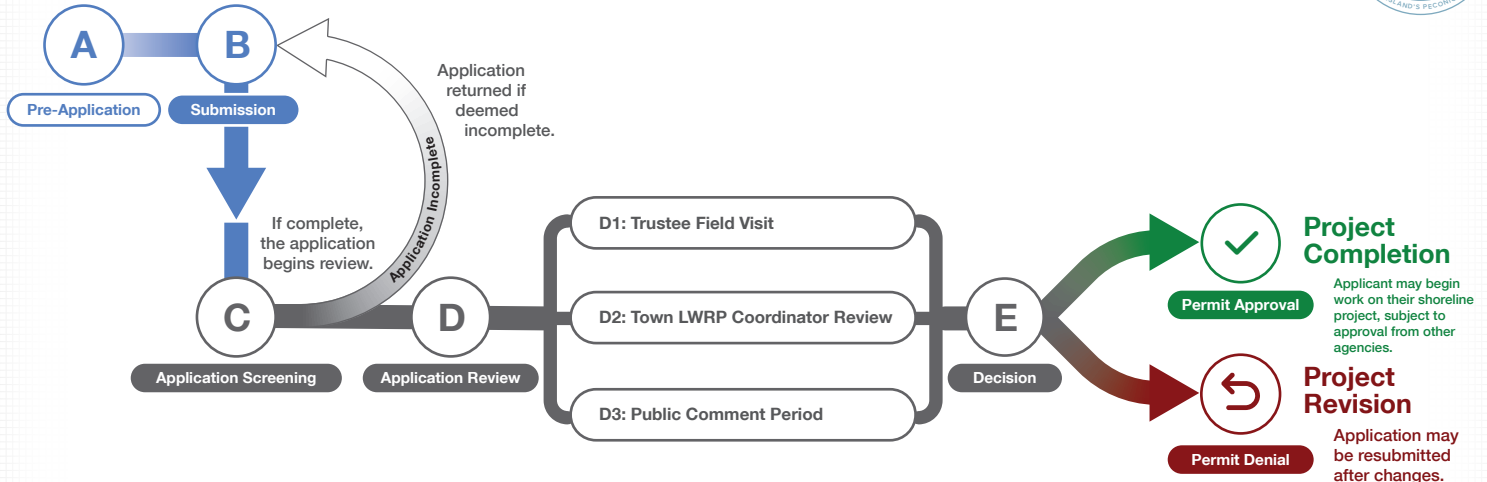


Town of Southold

Town Code Chapter 275: Wetlands and Shoreline



A Pre-Application

Site visits are available upon request. If application is submitted within 6 months of visit, fee is applied to the application.

B Submission

Applicant submits permit to Town Trustee Office

C Application Screening

Trustee Office reviews for completeness and application type: Administrative Permit Application or Wetland Permit Application.

D Application Review

- D1: Trustee Field Visit** - attendance is determined by permit application type. For an administrative wetland permit, one trustee visits the site and reports on findings during the next work session. For a wetland permit, all Trustees attend the Field Visit.
- D2: Town LWRP Review** - The Town's LWRP Coordinator reviews for consistency. If project is inconsistent, an objection is given and it is not recommended for approval.
- D3: Public Comment Period** - If project requires a public comment period, the Board will set a time, date, and place for the hearing and give public notice. The applicant is responsible for erecting a sign on the property and sending written notice to all adjacent owners.

E Decision

All information gathered is reviewed at the Trustee Work Session and discussed at a Public Hearing, then a vote is made whether to approve or deny the permit application. A majority of the Trustees must vote in favor of the application in order to issue an approval.

After collecting public feedback, trustees may opt to table the decision to allow for more time to discuss the project or ask for plan revisions.

✓ Permit Approval

Project Completion: The Town Building Department issues a Certificate of Compliance once the Trustees confirm the project was complete to permitted conditions. If not, the homeowner is subject to violations.

↻ Permit Denial

Project Revision: If the permit is denied, the applicant has the opportunity to make changes and resubmit a Town wetland permit application. All project modifications must be communicated to all regulatory agencies reviewing the project.

Helpful Information



- **Town Code:** <https://ecode360.com/SO0452>
- **Wetland Permit Application and Information:** <https://southoldtownny.gov/391/Trustees>
 - **Administrative Wetland Permit Application and Instructions:**
<https://SoutholdTownNY.gov/DocumentCenter/View/5982/Trustees-Administrative-Application?bidId=>
 - **Wetland Permit Application with checklist and instructions:**
<https://SoutholdTownNY.gov/DocumentCenter/View/5644/Wetlands-Permit?bidId=>
- **Coastal Contractors License:** All coastal construction contractors must obtain a license in order to engage in projects within the Town of Southold.
<https://SoutholdTownNY.gov/DocumentCenter/View/6502/COASTAL-CONTRACTORS-LICENSE-Application?bidId=>
- **Southold Local Waterfront Revitalization Plan (LWRP):** All coastal project must be deemed consistent with the Southold LWRP.
<https://www.SoutholdTownNY.gov/274/Local-Waterfront-Revitalization-Program>

Projects must also obtain necessary permits from all other regulatory agencies.
Contact the Town of Southold for the most up-to-date information.

When and where appropriate, actions that retain natural shorelines and incorporate Nature-based Features (NBF) are encouraged to enhance community resilience.

