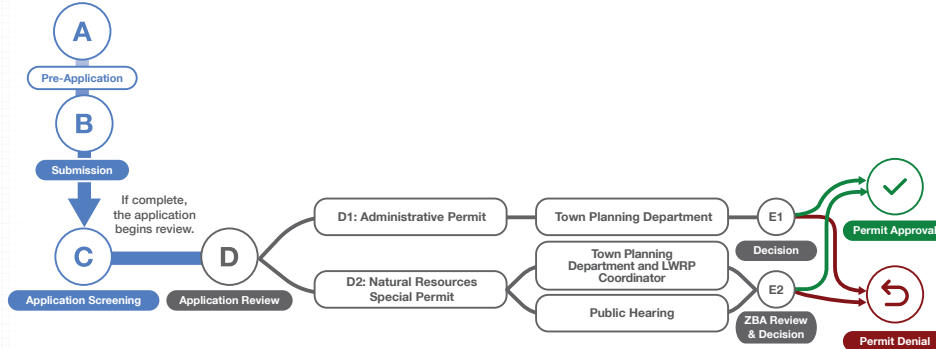


Town of East Hampton

Town Code Chapter 255: Zoning*, Town Planning Department

*Chapter 150: LWRP Consistency Review also applies



A Pre-Application

Pre-application meetings are available upon request. It is recommended to reach out to the Town to discuss the required information, any concerns or recommendations for the proposed project, and advice on required permits.

B Submission

Application for Natural Resources Special Permit submitted to the Town Planning Department.

C Application Screening

Application is reviewed for completeness. A site visit is conducted. Copy sent to LWRP Coordinator and Zoning Board of Appeals.

D Application Review

- **D1: Administrative Permit** - The Town Planning Department handles the full review of the project. The project is put forth for public comment*. If the Town has an objection to the project, the Administrative Permit may be terminated and the proposed project scheduled for a public hearing.
- **D2: Natural Resources Special Permit** - The Town Planning Department reviews and provides a technical analysis memo that details their recommendation. Simultaneously, the LWRP Coordinator prepares a draft CAF for consideration by the lead permitting agency. The project is put forth for public comment* and a public hearing is held.

E ZBA Review & Decision

The Zoning Board of Appeals reviews the application and recommendations and issues a decision that includes conditions of approval.

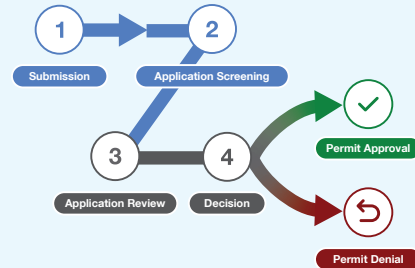
✓ Permit Approval

Project Completion: ZBA issues a Natural Resources Special Permit, Variance, or combination of both. Once project is complete, an as built survey and/or field inspection will confirm.

✗ Permit Denial

Project Revision: Applicant has the opportunity to address comments and resubmit as a new project. All changes need to also be communicated to other regulatory agencies reviewing the project.

Trustee General Permit



1 Submission

Application for Trustee General Permit submitted to the Office of the East Hampton Town Trustees.

2 Application Screening

Application is reviewed for completeness and sent to the Trustee Board.

3 Application Review

Trustees review the application and visit the site of the proposed project.

4 Decision

The Trustee Board issues a permit approval or denial.

✓ Permit Approval

Work on the project may begin, once all additional approvals have been granted.

✓ Project Completion:


Once the project is complete, applicant will submit photo documentation and a statement of completion.

✗ Permit Denial

The Board may offer feedback with the permit denial. The applicant has the opportunity to address comments and resubmit as a new project. All changes need to also be communicated to other regulatory agencies reviewing the project.

*Public comment period opens as soon as the application is submitted but starts once the applicant sends notice. It remains open until the record is closed.

Helpful Information

- **Town Code Chapters**
 - **Town of East Hampton, NY Zoning:** ecode360.com/10413761
 - **Town of East Hampton, NY LWRP Consistency Review:** ecode360.com/12074127
- **East Hampton Trustees**
 - **Official Website:** ehtrustees.com
- **Trustee General Permit** (may also be required for specific project activities and/or locations):
 -  bit.ly/2024-Permit-Application

Inquire with the town planning department to determine whether both a town permit and a trustee permit are required for the project.

Projects must also obtain permits from all other state and federal regulatory agencies. Contact the Town for the most up-to-date information.

