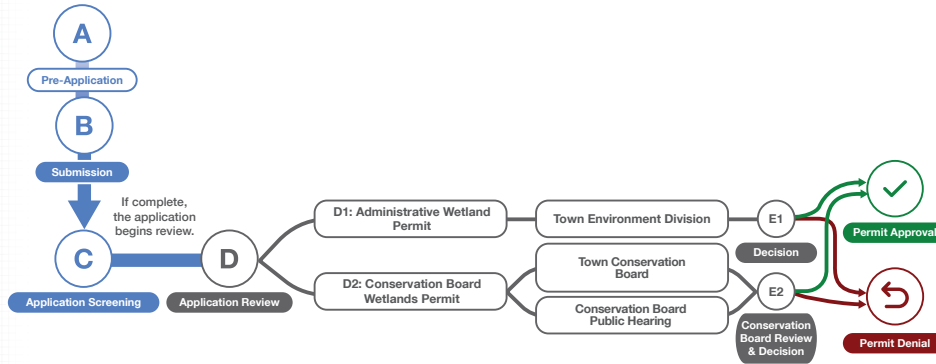


Town of Southampton

Town Code Chapter 325: Wetlands, Town Environment Division



A Pre-Application

Pre-application meetings are available upon request. The Town can advise on permit type for the proposed project.

B Submission

Applicant submits residential shoreline modifications permit application to the Town Department of Land Management Environment Division. Projects on commercial/industrial sites undergo a separate process administered by the Planning Board.

C Application Screening

Application is reviewed for completeness and permit type.

D Application Review

- D1: Administrative Wetland Permit - review and site visit is conducted by the Town's Environment Division.
- D2: Conservation Board Wetlands Permit - The Town's Environment Division completes a site visit, reviews the proposed project, and provides a report on their recommendation to the Conservation Board. Public notice is issued and the Conservation Board holds a public hearing.

E Decision

- E1: The Town's Chief Environmental Analyst determines if the proposed project is compatible with Town Code and if so, issues the permit*.
- E2: The Conservation Board reviews recommendations, public feedback, and renders a decision along with permit terms of issuance.

✓ Permit Approval

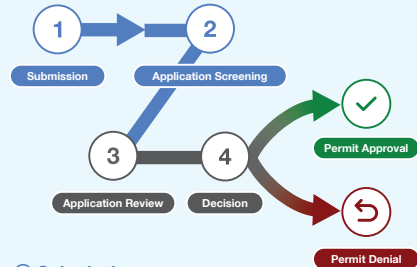
Work on the project may begin once all additional authorizations have been granted from other federal, state, and local regulatory agencies.

↻ Permit Denial

If a denial is issued, the applicant can address any project modification and resubmit their proposed project or may submit to an appeals process.

*If the proposed project is denied an administrative wetland permit, the applicant can resubmit as a Conservation Board Wetlands Permit, to undergo a more robust review.

Trustee General Permit



1 Submission

Application for the Trustees' General Permit submitted to the Trustees Office.

2 Application Screening

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

3 Application Review

The identified Trustee reviews the proposed project, and may conduct a site visit and/or enlists outside council. Trustee presents their recommendation to the full Trustee Board for discussion at a work session. Applicants may attend the work session to answer any questions raised.

4 Decision

Formal Trustee meeting, public comment is collected and reviewed, the lead trustee presents their recommendation and trustee members vote to approve or deny the permit application. A majority must be met in order to issue an approval.

✓ Permit Approval

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

↻ Permit Denial

The applicant has the opportunity to address feedback, modify their proposed project, and resubmit or submit to an appeals process

Helpful Information

- **Town of Southampton Code 325:** <https://ecode360.com/8700002>
 - **Administrative Wetlands Permit Application:**
<https://www.southamptontownny.gov/DocumentCenter/View/1990/Administrative-Wetlands-Permit-Application-PDF>
 - **Conservation Board Wetlands Permit Application:**
<https://www.southamptontownny.gov/DocumentCenter/View/529/Wetlands-Permit-Application---Town-PDF>
- **Town of Southampton Code 340 (Trustees):** <https://ecode360.com/8704874>
 - **Town of Southampton Trustee General Permit:**
<https://www.southamptontownny.gov/DocumentCenter/View/1328/Application-for-New-Work-Reconstruction-and-Replacement-of-Docks-Dredging-and-Bulkheads-PDF>

Inquire with both the Town and the Trustees to determine permit requirements based on jurisdiction for the proposed project.

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

