



# TOWN OF EAST HAMPTON

## Lot Inspection/Flagging/Verification Request Form

**INSTRUCTIONS:** Complete this request form and submit it to the Planning Department, at 300 Pantigo Place, Ste. 105 East Hampton, NY 11937, along with a survey and the appropriate fee. Please note that the form must be signed by the property owner and notarized. Proposed projects should be shown on the survey as well as described on this form. **Failure to include a detailed project description or survey may result in delays of the site assessment.** If stakes along the property boundaries or the outer corners of the proposed improvements are necessary, the Planning Department will inform the applicant as soon as possible.

For Official Use Only		
Owner of Record	Suffolk County Tax Map #	Street Address

1. The following information in this section is required for the Lot Inspection Request only and must be completed.

Lot Size in acres: \_\_\_\_\_

2. **A REQUEST IS MADE FOR ONE OR MORE OF THE FOLLOWING:**

**Lot Inspection/Flagging-** Identification of a natural feature protected by the East Hampton Town Code for the purpose of determining Natural Resources Special Permit (NRSP) jurisdiction and the marking of a protected natural feature for the purpose of having it shown on a guaranteed survey. **Must include a fee of \$ 225.00 up to the first acre + \$ 75.00 each additional acre (maximum \$4000.00)**

**Verification (No fee.)** - Confirmation of the completeness and accuracy of a previously flagged natural feature as depicted on a guaranteed or certified survey prepared to a standard surveyor's scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60', or 1"=100'). **(No fee.)**

3. **PROJECT LOCATION AND INFORMATION:**

House number \_\_\_\_\_ Street \_\_\_\_\_

Hamlet \_\_\_\_\_ SCTM# \_\_\_\_\_

Project Description (Include survey if available) \_\_\_\_\_

Project Dimensions \_\_\_\_\_

4. **NAME, ADDRESS AND PHONE NUMBER** (Where all correspondence is to be mailed)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

**AUTHORIZATION**

I, the owner, hereby authorize the Planning Department to enter the subject parcel to identify or flag the natural features protected by Section 255-4-20 of the East Hampton Town Code.

Name (type or print): \_\_\_\_\_

Signature: \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )

ss:

COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before

me personally appeared \_\_\_\_\_,  
personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to this instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.