



# TOWN OF RIVERHEAD PLANNING DEPARTMENT

4 WEST SECOND ST., RIVERHEAD, NEW YORK 11901-2596  
(631) 727-3200 EXT. 240

## APPLICATION FOR FARM STAND REVIEW & APPLICATION CHECKLIST

To avoid delays in the processing of your application, be sure that all information indicated below is included (where applicable) with your application. A complete application consists of the following:

1.  **\*\*NEW REQUIREMENT\*\*** All applications must be accompanied by a flash drive that includes digital files of all documents, surveys, site plan, supporting information, etc. Applications will be deemed incomplete until digital files have been submitted.
2.  **Application Form (12 copies)** – Must be filled out completely. Be sure to include a complete project description, stating the type of structure or work proposed with specific dimensions and areas for all activities. The application must also include the Suffolk County Tax Number, the property location, and be signed by the applicant/owner and dated.
3.  **Eligibility** – Applicant must submit proof that agricultural production is the principal permitted use on the subject property (see Chapter 301 Section 283.2 of the Town Code) and subject property qualifies under New York State Agricultural & Markets Law, New York State Department of Environmental Conservation, United States Department of Agriculture and lands in bona fide agricultural production.
4.  **Owner's Consent Form (1 original & 2 copies)** – Must be completed by the owner of the property if the applicant is someone other than the owner of the property. (A notarized letter written by owner naming agent is acceptable)
5.  **Contiguous Owners** – Provide the name and addresses of all owners of lands contiguous to lands where proposed project will take place
6.  **Survey or Plot Plan and Sketch Plan of proposed farm stand (1 original & 12 copies) – Must be less than (10) years old**, showing ALL structures and improvements, proposed and currently existing on the site, including cesspool and septic locations, proposed structures (including but not limited to barns, sheds, fences, etc.), driveways, parking areas, storage location for manure, location of utilities/proposed utilities, handicapped parking spaces, lighting, signage, drainage structures, driveway/parking material. All plans must be drawn in a scale no less detailed than one inch equals forty feet or in a scale as required to meet the guidelines as required in the Riverhead Town Code. In addition, all plans must identify dimensions (length x width) and height for items listed above.
7.  **Recent photos of project area (1 original & 12 copies)** – One from each view of property (north, south, east, & west). Photographs should show any relevant feature on the property (structures, driveways, parking areas, ponds). Photographs should be labeled with applicant's name, date, and the direction in which the photo was taken.
8.  **This project will require the following approvals (check all that apply if known):**  
 Building Permit     Zoning Board Approval     Farm Stand Approval  
 Conservation Advisory Council     Architectural Review Board     Other  
Other Agencies (Submission to these agencies should be done prior to this application)\*\*  
 Suffolk County Soil Conservation and/or National Resource Conservation Service  
 Suffolk County Farmland Committee     S.C. Department of Health Services  
 S.C. Department of Public Works     New York State Department of Transportation     Other  
(\*\*If there have been other agency determinations, please include a copy with your application submission)
9.  **Deeds, Easements, Covenants & Restrictions (if applicable) (3 copies)** – Enclose copies of all deeds, easements, and covenants and restrictions applicable to the subject parcel.
10.  **Short Environmental Assessment Form (1 original & 12 copies)** – Completed similarly to application form.
11.  **\$500 Review Fee**

Commencement of work prior to obtaining necessary permits may be considered a violation of this chapter & other chapters of the Code of the Town of Riverhead and penalty provisions may include an offense punishable by a fine not exceeding \$1,000.00 or imprisonment for a period not to exceed six months, or both.



SCTM#: 600- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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**DO NOT WRITE IN THIS BOX:** This box will be completed by the Planning Department  
Fee: \$500 + ( \_\_\_\_\_ sq. ft. altered/project area x \$0.10) = \_\_\_\_\_ \*  
Date Entire Fee Submitted: \_\_\_\_\_  
Accounting Receipt Number: \_\_\_\_\_  
**\*This fee is NOT refundable**

### **APPLICATION FOR FARMSTAND APPROVAL**

Designated name of proposed development or project. (If none exists, supply applicant name here):

**Applicant\*:**

Name: \_\_\_\_\_

**Licensed Design Professional (If Applicable)\*:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Owner\*:**

**Attorney (If Applicable)\*:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

- If there is more than one party in any category, please provide information for each on a separate sheet of paper.

• Suffolk County Tax Map Number: 0600- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

• Location of site: \_\_\_\_\_

• Current zoning classification: \_\_\_\_\_

• Description of work to be done: \_\_\_\_\_

\_\_\_\_\_

• Proposed use(s) of site: \_\_\_\_\_

• Total site area: \_\_\_\_\_ square feet \_\_\_\_\_ acres

- Square feet of building area existing: \_\_\_\_\_
- Square feet of building area to be added: \_\_\_\_\_
- Square feet of other altered area (hard surface and/or regrading):  
\_\_\_\_\_
- Anticipated construction time/completion date: \_\_\_\_\_
- Will development be staged? \_\_\_\_\_ If yes, how? \_\_\_\_\_  
\_\_\_\_\_
- Current land use of site (retail, manufacturing, etc.): \_\_\_\_\_
- Current condition of site (vacant, wooded, developed, #of buildings, etc.):  
\_\_\_\_\_
- Use/Character of surrounding sites (agricultural, residential, retail, etc.):  
\_\_\_\_\_

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Applicant signature

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Date

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Print applicant name

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Title, if applicable

This application is

Complete

Incomplete because: \_\_\_\_\_

*Received by:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**NOTE: ALL SITE PLAN SUBMISSIONS MUST BE FOLDED**

***Site Plan fees are NOT refundable***

**READ THIS DOCUMENT CAREFULLY. YOU MAY CONSULT YOUR ATTORNEY BEFORE  
COMPLETING.**

**DISCLOSURE AFFIDAVIT**

State of New York)

ss:

County of Suffolk)

I, \_\_\_\_\_ an applicant for the following relief:

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and being duly sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof.

That I understand that this affidavit is required by Section 809 of the GENERAL MUNICIPAL LAW and that a knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That \_\_\_\_\_, is a State Officer, is an officer or employee of Riverhead Town, and

That this person has an interest in the person, partnership, or association requesting the above stated relief.

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

- (a) is an applicant,
- (b) is an officer, director, partner or employee of the applicant,
- (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association, applicant, or
- (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application, petition, or request.

That ownership of less than five (5) percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

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(SIGNATURE)

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_

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NOTARY PUBLIC

Please note: If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement. If the owner or owners are making the application, this endorsement is not required.

## **OWNER'S ENDORSEMENT**

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

Application/Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says:

I am: (check one)       a part owner in fee  
                                   the sole owner in fee  
                                   an officer of the corporation which is the owner in fee of the premises described in the foregoing application.

I reside at \_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Hamlet/Post Office/Village State Zip Code

I have authorized \_\_\_\_\_ to make the foregoing application (described above) to the Riverhead Town Board and/or Planning Board for site plan/subdivision approval as described herein.

I hereby affirm under penalty of perjury that information provided on this application is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law. As a condition to the issuance of a permit, the applicant accepts full legal responsibility for all damage, direct or indirect, of whatever nature, and by whomever suffered, arising out of the project described herein and agrees to indemnify and save harmless the Town from suites, actions, damages and costs of every name and description resulting from the said project.

\_\_\_\_\_  
Signature

(If owner is a corporation, please indicate  
name of corporation and the title of the corporate  
officer whose signature appears above)

Sworn before me this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public