



# PLANNING BOARD SITE PLAN REVIEW APPLICATION

236 Third Street, Greenport, New York, 11944  
(631) 477-0248  
[www.villageofgreenport.org](http://www.villageofgreenport.org)

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VILLAGE OF GREENPORT  
BUILDING DEPARTMENT

Date of Application 9-12-22

All information below is to be completed by the applicant. This completed application is to be accompanied by the proposed Site Plan, Copies of Covenants and/or Restrictions, where applicable, Environmental Assessment Form, building plans showing elevations, setbacks, floor plans, room dimensions, current survey and quality of material, where applicable.

### THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)

Steve Loebis Yellowfin Gallery, LLC  
First Name Last Name Business Name, if applicable

[REDACTED]  
Mailing Address City/ Town/ Village State Zip

[REDACTED]  
Phone # E-Mail Address

### CONTACT PERSON (if different from owner)

The person to receive all correspondence:

Elyse Merrifield SKT + SEA  
First Name Last Name Business Name, if applicable

[REDACTED]  
Mailing Address City/ Town/ Village State Zip

[REDACTED]  
Phone # E-Mail Address

IF ANYONE OTHER THAN THE OWNER COMPLETES THIS APPLICATION, WRITTEN CONSENT FROM THE OWNER MUST BE SUBMITTED WITH THIS APPLICATION.

### Location:

Suffolk County Tax Map Number: 1001 Section: 5 Block: 4 Lot 21.1

Street Address: 15 FRONT ST Greenport, New York, 11944

Zoning District:  WC  R1  R2  PD  CR  CG

Is property located within the Historic District?  Yes  No

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## PLANNING BOARD SITE PLAN REVIEW APPLICATION

236 Third Street, Greenport, New York, 11944

(631) 477-0248

[www.villageofgreenport.org](http://www.villageofgreenport.org)**Project Information:**
 Residential  Commercial

**Proposed Starting Date:** 12.01.22
**Project Description:**
*Please describe project in detail. (Use an additional sheet if necessary)*

NO changes to existing Site Plans or previous C.O.D. dated 3-15-2018. Space will be used AS IS currently approved. Will remain Mercantile.

**Please check the following boxes for permits this project will require:**

- Building Permit
- Wetlands Permit
- Suffolk County Planning Board
- New York State D.E.C.
- United States Army Corps of Engineers
- Suffolk County Health Department
- New York State Department of State Coastal Flood Management

**Does this application require a Zoning Board of Appeals Variance?**  Yes  No





# Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 212

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## CHANGE OF USE/OCCUPANCY/TENANCY APPLICATION

All information below is to be filled out by the applicant.

This completed application is to be accompanied by floor plans showing the proposed layout and room dimensions, and a letter of intent stating what the proposed use/occupancy/tenancy will be.

**A FIRE SAFETY INSPECTION MUST BE CONDUCTED PRIOR TO OPENING.**

**THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY) DATE: 9/12/22**

<u>Steve</u>	<u>Loebs</u>	<u>Yellowfin Galleria LLC</u>
First Name	Last Name	Business Name, if applicable

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Mailing Address	City, Town, village	State	Zip

[REDACTED]	[REDACTED]	[REDACTED]
Phone Contact	E-Mail Address	Fax #

### CONTACT PERSON (if different from owner)

The person to receive all correspondence including permit and associated certificate:

<u>Bruce</u>	<u>Merrifield</u>	<u>SALT &amp; SEA</u>
First Name	Last Name	Business Name, if applicable

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Mailing Address	City, Town, Village	State	Zip

[REDACTED]	[REDACTED]	[REDACTED]
Phone Contact	E-Mail Address	Fax #

**IF ANYONE OTHER THAN THE OWNER COMPLETES THIS APPLICATION, WRITTEN CONSENT FROM THE OWNER MUST BE SUBMITTED WITH THIS APPLICATION.**

### Property Location:

Suffolk County Tax Map Number: 1001 Section: 5 Block: 4 Lot 31.1

Street Address: 15 FRONT ST. Greenport, New York, 11944

Zoning District:  CR  WC  CG

Is property located within the Historic District?  Yes  No

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**CHANGE OF USE/OCCUPANCY/TENANCY APPLICATION**

**FILL IN ALL THAT APPLY:**

THE CURRENT USE IS: RETAIL SALE OF APPAREL + RELATED

THE CURRENT OCCUPANCY IS: MERCANTILE

THE CURRENT TENANT IS: POP GIELE + FREN

THE PROPOSED USE IS: RETAIL SALE OF APPAREL + RELATED

THE PROPOSED OCCUPANCY IS: MERCANTILE

THE PROPOSED TENANT IS: SKIT + SEA

Change in occupancy or use shall include any change in configuration of a premises, and any change or alteration in the primary use or addition or removal of a secondary or accessory use.

In addition to any other inspection required by the Code of the Village of Greenport, or by law, each retail and commercial space, and each premises with a space used for public assembly, shall be inspected for compliance with the New York State Uniform Fire Prevention and Building Code and Greenport Village Code prior to any change in use, occupancy or tenancy and as follows:

**(1)** In the event that the change of use, occupancy or tenancy creates, changes, or continues a conditional use, or requires a building or other permit under the New York State Uniform Fire Prevention and Building Code or Greenport Village Code, then applications shall be referred to the Building Department and the Planning Board pursuant to § **150-29** of the Greenport Village Code for conditional uses and § **150-30** for all uses, and an application for review by the Planning Board shall be required.

**(2)** In the event that the change of use, occupancy or tenancy does not create, change, or continue a conditional use and does not require a building or other permit under the New York State Uniform Fire Prevention and Building Code or the Greenport Village Code, The Code Official shall approve the use after a fire safety inspection is complete and the property is deemed to be in compliance.

\* In the event that the inspection to be performed shall be of a premises which includes a place of public assembly, or a premises or use where an RPZ valve is required: the inspection shall include a certification of the sprinkler system, the fire alarm system, and the determination of the existence or operation of an RPZ valve.

**I have read and understand all the rules, regulations, and requirements associated with the application for a change of use/occupancy/tenancy.**

Elise Mendford  
Signature of Applicant

9/12/22  
Date



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**AFFIDAVIT**

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Village of Greenport )  
Town of Southold )  
County of Suffolk ) ss  
State of New York )

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I swear that to the best of my knowledge and belief that the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the Building Code, Zoning Code, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner. The Village of Greenport is hereby granted permission to enter the property listed as the "Location" for the purposes of inspecting my property for a site visit. I understand that if approved, Site Plan approval will be granted and accepted on condition that the provisions of Federal, State and Local rules and regulations, and any additional requirements of the Site Plan are complied with. I understand that any approval granted will be deemed null and void if any information pertaining to restrictions and/or covenants prior to the date of this application are discovered after Site Plan approval is granted. Any violation of all applicable codes, or deviations from the approved Site Plan will result in the immediate revocation of this Site plan approval & legal action will be taken against me. No responsibility rests upon the Village of Greenport, Code Enforcement Official or the Fire Department by reason of this application and permit.

Sworn to be before this 13 day  
of September 2022

Signature *Alpe Merrifield*  
Owner or Applicant

  
Notary Public, Suffolk County, New York

**RANDY D INNOCENT**  
Notary Public, State of New York  
No. 011N6287683  
Qualified in Queens County  
Commission Expires August 19, 2025

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617.20  
Appendix B  
Short Environmental Assessment Form

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Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project: SALT + SEA			
Project Location (describe, and attach a location map): SALT + SEA, Meanwhile			
Project Location (describe, and attach a location map): 15 FRONT ST, Greenport			
Brief Description of Proposed Action: Tenant change to existing RETAIL space.			
Name of Applicant or Sponsor: Elyse Meredith		Telephone: [REDACTED]	E-Mail: [REDACTED]
Address: [REDACTED]			
City/PO: [REDACTED]		State: [REDACTED]	Zip Code: [REDACTED]
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		.001 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		.001 acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			







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18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: <u>Elyse Mercifield</u> Date: <u>9.12.22</u></p> <p>Signature: <u>Elyse Mercifield</u></p>		

**Part 2 - Impact Assessment.** The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>



	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

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<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT**

