

Dedication Checklist

When a dedication of land is proposed to the Town of Islip (e.g.: road widening, recharge basin, conservation area, corner radius), the following documentation is required prior to the Town Board acceptance of the dedication:

1. **Metes and Bounds description(s) of the land to be dedicated** (signed & sealed) – prepared by a surveyor licensed in the State of New York;
 2. **Accurate survey of the land to be dedicated** (signed & sealed) – showing metes and bounds of the dedication area;
 3. **Bargain and Sale Deed with original signature** (NOT A QUITCLAIM DEED)
 4. **TP-584 Form: Combined Real Estate Transfer Tax Return** – Completed with original signature (if submitting a Bargain and Sale Deed);
<http://www.suffolkcountyny.gov/Portals/0/clerk/Forms/Recording/TP-584%20.pdf>
 5. **RP-5217 Form: Real Property Transfer Report** – Completed with original signature (if submitting a Bargain and Sale Deed); http://www.tax.ny.gov/pdf/current_forms/orpts/rp5217.pdf
 6. **Title Report showing ownership of the subject property** – must include Last Owner Search with Liens and Mortgages and a Tax Search
 7. **Latest Tax Bill** – covering all land to be dedicated and paid through current year.
- * Please note that the owner’s address cannot be a P.O. Box on the Deed, TP-584 or the RP-5217.
- * Please ensure that all printed matter is legible on all forms. If any text is deemed unreadable due to any notary stamp bleeding through the page, the form will be rejected.
- * BLACK INK ONLY
- * ALL FORMS TO BE NOTARIZED