



Zoning Board of Appeals

Town of Islip

40 Nassau Avenue, Suite 1
Islip, NY 11751
(631) 224-5489

DOCUMENTS AND FORMS REQUIRED FOR NONCONFORMING USE APPLICATION

THE BOARD OF APPEALS WILL NOT ACCEPT AN INCOMPLETE APPLICATION FOR FILING

ZBA Application Signed by all title owners with each signature notarized.

Letter of Zoning Denial Please complete and submit a [Zoning Inquiry Form](#) to ZoningDepartment@islipny.gov. The Zoning Division will respond with a written Letter of Denial, or follow up if more information is required.

Survey Less than one (1) year old, with eight (8) copies, drawn to scale, signed and sealed by a NYS licensed surveyor. Must show all existing site structures and improvements; include names of adjacent roadways; property line bearings and distances; tie distance to nearest street corner; lot area; tax lot information; dimension of existing structures; heights of perimeter improvements (fences, walls, etc.); distances from existing structures and perimeter improvements to property lines; pavement and parking stall striping; abutting road improvements (curbing, pavement, sidewalks, drainage structures, etc.) If actual conditions on the subject property are different from the survey provided, an updated survey, additional applications and/or approvals may be required. A site plan is not a substitute for a survey.

Site Plan Required only for business, commercial, and industrial properties. Less than one (1) year old, with eight (8) copies, to scale. All site plans must indicate the feature(s) of the application by clearly labeling and outlining the structures to be considered.

Copy of Certificate of Occupancy or Compliance On file at the Records Division of the Building Department, 1 Manittou Court, Islip. Request may be submitted online: <https://islipny.gov/foil>

Disclosure Affidavit Signed by all title owners with each signature notarized. If property is under contract of sale this form must be submitted by the owner and contract vendee. If held in trust, a copy of trust is required. Disclosure affidavit must be signed by trustee (or co-trustees) and all beneficiaries.

Corporate Resolution If applicant or contract vendee is a corporation, a corporate resolution authorizing the corporate officer to sign documents on behalf of the corporation is required.

Recorded Photocopy of Deed If applicant is contract vendee or tenant, executed contract of sale or lease is required.

Certified Mail Receipts With list of surrounding property owners within 200 feet of subject parcel.

Three (3) Affidavits From disinterested parties attesting to the stated existence or use prior to zoning change (date will vary according to use category). At least one disinterested witness is required to attend the public hearing.

Radius Map One custom map and one copy of same, prepared by the Division of Planning, [Map Request Form](#) or, prepared by a New York State licensed design professional. All maps must:

- a. show, by courses and distances, the subject property and all properties within 500 feet, depicting existing structures, zoning and use of each parcel, and
- b. contain the last name and mailing address of the owners(s) of record of all lots within the 500-foot radius.



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Chain of Title (not more than 60 days old) prepared by an abstract or title insurance company authorized in the State of New York. Ownership information of subject property and all adjoining properties must be indicated from relevant date of code amendment prohibiting use to present. In addition, the following criteria must be met:

- a. Certified to the Town of Islip.
- b. Abstract companies shall set forth the title insurance company for which it underwrites or include an agency authorization letter from the title insurance company.
- c. The bottom of each page must be signed by the person who certified the search and notarized.

Filing Fee Visit our website for current [Fees](#), and [Applications](#):

<https://www.islipny.gov/departments/planning-and-development/zoning-board-of-appeals>

Requirements are subject to change without notice.

RULE ADOPTED BY THE TOWN OF ISLIP BOARD OF APPEALS. APRIL 21, 1981

If a prior application was DENIED, a new application cannot be accepted by the Board of Appeals unless there is substantial change in such application and permission is granted by the Board after submission of letter setting forth any new evidence which might indicate such substantial change or unless directed by a court of competent jurisdiction.



TOWN OF ISLIP ZONING BOARD OF APPEALS
APPLICATION TO APPEAR BEFORE THE BOARD OF APPEALS

A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK

OFFICE USE ONLY

Application Information

TYPE OF APPLICATION:

- Variance or Special Exception
- Appeal of the Building Inspectors Denial or Directive from other Town Agency

B/A #: _____
 T.M. #: _____
 Filed: _____ Receipt #: _____
 Public Hearing Date: _____
 S.C. Notified: _____ F.I. Nat Sea: _____
 Zoning District: _____
 Granted: _____
 Expires: _____
 Denied: _____
 Dec. filed with Town Clerk: _____
 Secretary: _____

Owner(s) Information

Applicant/Representative Information

 Name

 Street No. Street Name

 City/Town State/Zip

 Telephone Number Email

 Name

 Street No. Street Name

 City/Town State/Zip

 Telephone Number Email

REQUEST BEING SOUGHT:

Surrounding Property Owner Information

ADDRESS OF OWNER DIRECTLY:

North: _____
 East: _____
 South: _____
 West: _____

Sworn before me on this

_____ day of _____, 20_____

 Notary Public

 Owner Signature Date

 Additional Owner/Applicant Signature Date

 Home Telephone Number Business Telephone Number

Disclosure Affidavit

Application of: _____

Location of Property: _____ Tax Map No. 0500 _____

* Cross out phrase where it is not appropriate

STATE OF NEW YORK)

:SS.:

COUNTY OF SUFFOLK)

That in connection with the above captioned application to the Zoning Board of Appeals I, _____ the *(applicant herein), (an officer or agent of the corporate applicant, namely its _____), swear or affirm under the penalties of perjury, that no other person will have any direct or indirect interest in this application except _____

(in case of corporations, all officers of the corporations and stockholders owning more than 5% of the corporation stock must be listed. Attach separate sheet if necessary)

That *(I am not) (none of the officers or stock holders are) related to any officer or employee of the Town of Islip, except _____

That there is not any state or local officer or employee, a member of a board of commissioners of local public authorities or other corporation within the county (exclusive of a volunteer fireman or civil defense volunteer) interested in such application, except _____

Signature of Applicant(s) _____ Date: _____

Sworn before me on this _____ day of _____, 20 _____

Notary Public