



**TOWN OF ISLIP**  
**Department of Planning & Development**

**MINOR SUBDIVISION OR LOT LINE CHANGE PROCESS**

**STEP 1**

PRE-APPLICATION MEETING WITH ENGINEERING STAFF.

**STEP 2**

APPLICANT TO SUBMIT EXECUTED APPLICATION FORM TO THE ENGINEERING DIVISION AT [ENGINEERING@ISLIPNY.GOV](mailto:ENGINEERING@ISLIPNY.GOV).

**STEP 3**

APPLICANT UPLOADS ALL REQUIRED DOCUMENTS TO THE TOWN'S NETWORK. EACH TYPE OF DOCUMENT MUST BE A SEPARATE UPLOAD (LINK PROVIDED BY ENGINEERING STAFF).

**STEP 4**

STAFF TO REVIEW UPLOADS FOR COMPLETENESS AND CONTACTS APPLICANT WITH QUESTIONS AND/OR COMMENTS.

**STEP 5**

APPLICANT TO SUBMIT FULL APPLICATION PACKAGE OF ORIGINAL DOCUMENTS WITH FILING FEES.

**STEP 6**

ENGINEERING DIVISION REVIEWS COMPLETE APPLICATION AND PROPOSED PLAN FOR COMPLIANCE WITH TOWN ZONING STANDARDS AND SUBDIVISION REGULATIONS. APPLICANT IS PROVIDED WITH A PLANNING DETERMINATION. IF ZONING STANDARDS ARE NOT MET, APPLICANT IS PROVIDED A ZONING DENIAL FOR SEPARATE APPLICATION TO THE ZONING BOARD OF APPEALS TO REQUEST VARIANCE OF ZONING STANDARDS AND THE SUBDIVISION IS HELD UNTIL ZONING BOARD OF APPEALS DECISION.

**STEP 7**

PLAN REVIEW IS COORDINATED WITH OTHER DEPARTMENTS AND AGENCIES AS DEEMED NECESSARY. STAFF CONTACTS APPLICANT WITH QUESTIONS AND/OR COMMENTS.

**STEP 8**

APPLICANT AND STAFF WORK ON ADDRESSING ANY COMMENTS, CONCERNS AND CONDITIONS.

**STEP 9**

PLAN IS REVIEWED AND FORWARDED TO THE TOWN ENGINEER FOR FINAL APPROVAL, SUBJECT TO CONDITIONS (I.E. FEES, DEDICATIONS, EASEMENTS, ETC.).

**STEP 10**

APPLICANT PROCEEDS TO THE SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES FOR OTHER REQUIRED APPLICATIONS.



**TOWN OF ISLIP**  
**Department of Planning & Development**

**SUBMISSION REQUIREMENTS CHECKLIST FOR MINOR SUBDIVISION**

<b>Application Requirements</b>	<b>MET</b>	<b>*NOT MET</b>	<b>N/A</b>
Application Form—Completed, signed and notarized.			
Full Disclosure Affidavit—Completed, signed and notarized.			
Copy of the current deed(s) showing proof of ownership for overall property(s) and contract of sale, if contract vendee.			
Valid Certificate(s) of Occupancy for any structures and/or uses on the subject property.			
Suffolk County Planning Commission Release Form. An additional three (3) preliminary plans are required if Suffolk County Planning Commission review is necessary.			
Completed Short Environmental Assessment Form, Full Environmental Assessment Form, or Draft Environmental Impact Statement as required under SEQR. (Available at <a href="http://www.dec.ny.gov/permits/70293.html">http://www.dec.ny.gov/permits/70293.html</a> ).			
Fees as per the current schedule of fees.			
Three (3) subdivision plans prepared by a licensed surveyor/engineer showing:			
• Existing and proposed property dimensions and plot layout			
• Topographic survey contours			
• Surrounding uses and zones			
• Proposed drainage method			
• North Arrow and scale bar			
• Setbacks for all proposed structures			
• Special site conditions (easements, utilities, power lines)			
• Existing and proposed structures, if any			
• Existing environmental conditions (wetlands, flood zones, etc.)			
• Adjacent tax map numbers and ownership patterns			
• GFA and FAR calculations pursuant to Town Code			
• Title block with preparer/subdivider and owner information			

**Note:**

- The Engineering Division reserves the right to require additional information as necessary to adequately review the application.
- If insufficient information is provided, the application will be returned to the applicant.
- This application to be submitted to the Engineering Division and thereafter will be routed to the Engineering and Building Division.

\*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY



**TOWN OF ISLIP**  
**Department of Planning & Development**

**SUBMISSION REQUIREMENTS CHECKLIST FOR MINOR SUBDIVISION**

<b>Application Requirements</b>	<b>MET</b>	<b>*NOT MET</b>	<b>N/A</b>
One copy of a current property survey (less than 1 year) including:			
• Original Surveyor's seal and signature,			
• North arrow and scale,			
• Bearings and Distances,			
• Topographic elevations in NAV 88 Datum,			
• Delineation and description of existing easements,			
• Delineation of land areas within the FEMA floodplain and base flood elevation,			
• Existing building walls, fences, and trees greater than 10" in caliper,			
• Title block denoting the surveyor's name, address and telephone			

**Note:**

- The Engineering Division reserves the right to require additional information as necessary to adequately review the application.
- If insufficient information is provided, the application will be returned to the applicant.
- This application to be submitted to the Engineering Division and thereafter will be routed to the Engineering and Building Division.

\*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY





## **Town of Islip Department of Planning and Development**

### **Minor Subdivision and Land Development Application**

Pursuant to Article XXXIV, Paragraph 68-20.2 of the Codified Zoning Ordinance of the Town of Islip, Section 335 of N.Y.S. Real Property Law and Article 16 of N.Y.S. Town Law

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sworn before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_

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

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sworn before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_

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

Important: Please be advised that by submitting the within application to the Town of Islip for the requested purpose, you, as the applicant, acknowledge and agree that a modification or addition may be made to your Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.

# 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 Planning Board, I, \_\_\_\_\_  
\_\_\_\_\_ the \*(applicant herein), (an officer or agent of the corporate applicant, namely it's  
\_\_\_\_\_), 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 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

SUFFOLK COUNTY PLANNING COMMISSION RELEASE FORM

SUBDIVISIONS SUBJECT TO SUFFOLK COUNTY PLANNING COMMISSION REVIEW

Suffolk County Planning Commission is required to review certain subdivision plats in accordance with Article XIV, Sections A14-14 to A-24 of the Suffolk County Administrative Code, and Article XXXVII, Section C37-5D of the Suffolk County Charter where a proposed subdivision is located within a Suffolk County Pine Barrens Zone, and the Suffolk County Planning Commission proceedings in accordance with Article XIV, Section A-14-24 of the Suffolk County Administrative Code.

A. Indicate if proposed subdivision lies wholly or partly within one mile of:

		<u>YES</u>	<u>NO</u>
1.	An airport.	<input type="checkbox"/>	<input type="checkbox"/>

B. Indicate if proposed subdivision lies wholly or partly within 500 feet of:

1.	The boundary of a village or town.	<input type="checkbox"/>	<input type="checkbox"/>
2.	The boundary of any existing or proposed county, state, or federal park or other recreation area.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road, or highway.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The existing or proposed boundary or any other county, state, or federally owned land, held or to be held for governmental use.	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Atlantic Ocean, any bay in Suffolk County, or estuary of any of the foregoing bodies of.	<input type="checkbox"/>	<input type="checkbox"/>

Date \_\_\_\_\_

Signature \_\_\_\_\_

If any of the above were answered yes, proceed to the next page.

Requirements for submission of subdivision plans to Suffolk County Planning Commission.

Failure to submit information as requested will result in a rejection of application as incomplete and will increase review time.

1. Three (3) copies of Subdivision Map

- a. No photocopies of the proposed map will be accepted that do not show the entire map on a single sheet or are on material that will fade or deteriorate.
- b. The proposed subdivision plat shall be complete in all aspects and shall show the following minimum information:
  - i. Name of map; for example, Minor Subdivision – John J. Jones; Subdivision Map of property of John J. Jones; John J. Jones Plat. Names must be distinct. A map containing the words “proposed subdivision map” in the title will be considered a preliminary map and a map containing the words “sketch plan”, set off, subdivision waiver in the title will not be accepted. Duplicate names within a municipality will not be accepted.
  - ii. Hamlet (village) and town in which the subject property is located.
  - iii. Name of the licensed land surveyor who surveyed the property and prepared the proposed subdivision map.
  - iv. Total area of the parcel.
  - v. Proposed lot numbers for all parcels within subdivision.
  - vi. Area of each lot.
  - vii. Sufficient data to readily determine the location, direction, and length of all property boundaries, street lines, and lot lines.
  - viii. Zoning classification of property (May be stated in a referral letter if not on the map).
  - ix. Suffolk County Tax Map number (May be stated in referral letter if not on the map).

NOTE: Section 7209.2 of the New York State Education Law prohibits the alteration of any plans, specifications, plats, and reports to which the seal and signature of a licensed land surveyor has been applied and bearing a statement that alteration of the document is a violation of the State Education Law.

2. One (1) copy of TOPOGRAPHICAL MAP or information, if such was required by the referring agency as part of its requirements.
3. Supporting information:
  - a. Draft or Final Environmental Impact Statement (DEIS/FEIS), if such has been required.
  - b. Environmental Assessment Form (Long or Short).



**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**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:					
Project Location (describe, and attach a location map):					
Brief Description of Proposed Action:					
Name of Applicant or Sponsor:			Telephone:		
			E-Mail:		
Address:					
City/PO:			State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?				<b>NO</b>	<b>YES</b>
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.					
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?				<b>NO</b>	<b>YES</b>
If Yes, list agency(s) name and permit or approval:					
3.a. Total acreage of the site of the proposed action? _____ acres					
b. Total acreage to be physically disturbed? _____ acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 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 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					

5. Is the proposed action, a. A permitted use under the zoning regulations?  b. Consistent with the adopted comprehensive plan?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	<b>NO</b>	<b>YES</b>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?  b. Are public transportation service(s) available at or near the site of the proposed action?  c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<b>NO</b>	<b>YES</b>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<b>NO</b>	<b>YES</b>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____ _____	<b>NO</b>	<b>YES</b>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____ _____	<b>NO</b>	<b>YES</b>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	<b>NO</b>	<b>YES</b>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	<b>NO</b>	<b>YES</b>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<b>NO</b>	<b>YES</b>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	<b>NO</b>	<b>YES</b>	

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: _____ _____ _____	<b>NO</b>	<b>YES</b>
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: _____ _____ _____	<b>NO</b>	<b>YES</b>
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: _____ _____ _____	<b>NO</b>	<b>YES</b>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: _____ Date: _____ Signature: _____		

**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?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	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?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**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.

- ☐ 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.
- ☐ 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)