



TOWN OF ISLIP
Department of Planning & Development

Planning Board Special Permit Process

STEP 1

PRE-APPLICATION MEETING WITH PLANNING STAFF. APPLICANT IS ADVISED IF OTHER APPLICATIONS SHOULD BE FILED CONCURRENTLY (E.G. ZONING BOARD OF APPEALS).

STEP 2

SUBMIT A COMPLETE PLANNING BOARD SPECIAL PERMIT APPLICATION TO THE PLANNING DEPARTMENT.

STEP 3

PLANNING DEPARTMENT REVIEWS COMPLETE APPLICATION AND CONTACTS APPLICANT WITH QUESTIONS AND/OR COMMENTS. APPLICANT SUBMITS REVISED PLANS IF NECESSARY. APPLICANT UPLOADS SITE PLANS, ELEVATIONS, AND ACCOMPANYING STUDIES TO TOWN'S NETWORK (LINK PROVIDED BY PLANNING STAFF).

STEP 4

PUBLIC HEARING IS HELD BEFORE THE PLANNING BOARD. PLANNING BOARD AND PUBLIC SUBMIT QUESTIONS, COMMENTS AND CONCERNS.

STEP 5

APPLICANT RESOLVES ANY QUESTIONS OR COMMENTS THE NIGHT OF OR AFTER PUBLIC HEARING.

STEP 6

PLANNING BOARD APPROVES OR DENIES SPECIAL PERMIT.

STEP 7

APPROVED APPLICANTS ARE DIRECTED TO BUILDING & ENGINEERING DIVISIONS FOR OTHER REQUIRED APPLICATIONS.



TOWN OF ISLIP
Department of Planning & Development

CHECKLIST FOR PLANNING BOARD SPECIAL PERMIT

Application Requirements	MET	*NOT MET	N/A
Application Form—Completed, signed and notarized.			
Fees as per the current schedule of fees.			
Completed Short Environmental Assessment Form. Complete Part 1 Only.			
Disclosure Affidavit.			
One (1) copy of lease, deed, or contact of sale.			
One (1) copy of the Certificate of Occupancy. May be obtained at the Building Division located at One Manittou Court, directly behind Town Hall. Phone number for the Building Division is (631) 224-5470.			
One (1) copy of radius map, notification list, and affidavit. A GIS map and list of property owners within 200' must be ordered from the Planning Division (https://islipny.gov/community-and-services/documents/planning-development/planning-division/313-map-request-application/file). Notification shall be served as per Planning Division procedure contained herein and/or within Town Code Chapter 68 Zoning Article IVA.			
Affidavit of Notification and Posting.			
Two (2) copies of the Site Plan. Site Plans must be submitted on 24x36 paper.			
One (1) copy of the property survey. Survey must be less than 10 years old.			
One (1) copy of floor plan, drawn to scale. Floor plans are only necessary for restaurant, bar, tavern, night club, billiard hall, showroom, personal service establishments, fraternity lodge, school, boathouse/bath house or indoor recreation applications.			
One (1) copy of elevations. Only if new construction or exterior changes are proposed.			

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



Town of Islip Department of Planning and Development

Application for Planning Board Special Permit

*Petition to the Islip Town Planning Board pursuant to the requirements
of the code of the Town of Islip and New York State Town Law.*

Office Use Only

PB 20 _____ - _____

Total Fee Received \$ _____

Receipt No. _____

Requested Modification

☐ Special Permit for: _____

☐ Modification of Conditions

PB _____ T.C.# _____

☐ Site Plan Design Modification: _____

☐ Other: _____

Property Owner Information

☐ Contract Vendee (Check if Applicable)

Name

Street No.

Street Name

City/Town

State/Zip

Telephone Number

E-mail Address

Applicant Information

Name

Street No.

Street Name

City/Town

State/Zip

Telephone Number

E-mail Address

Representative Information

Name

Street No.

Street Name

City/Town

State/Zip

Telephone Number

E-mail Address



Town of Islip Department of Planning and Development

Application for Planning Board Special Permit

Petition to the Islip Town Planning Board pursuant to the requirements
of the code of the Town of Islip and New York State Town Law.

Disclosure

Is the Applicant, owner, or anyone with financial interest in the property related to any officer or employee of the Town of Islip by blood, marriage or financial arrangement? ☐ Yes ☐ No

If yes, attach disclosure affidavit.

Land Use & Site Information

- Tax Map No. 0500 _____
- Location of Property
- N/S/E/W Side of _____
- _____ Feet N/S/E/W of _____
- School District Name and No.: _____
- Existing use of property: _____
- Proposed use of property: _____
- Proposed building floor area of unit (include existing floor area if it is to remain): _____ sq. ft.
- Number of seats (if application is for a restaurant or other place of public assembly): _____
- Number of Parking Spaces required (in accordance with zoning ordinance): _____
- Number of parking spaces provided: _____
- Does the applicant/owner have any interest in contiguous property? ☐ Yes ☐ No
- If yes, State Tax Map number(s): _____
- Is the Property within 500' of the boundary line of:

	Yes	No
a. Town or village boundary	<input type="checkbox"/>	<input type="checkbox"/>
b. County, State, or Federal Land	<input type="checkbox"/>	<input type="checkbox"/>
c. County or State Road	<input type="checkbox"/>	<input type="checkbox"/>
d. Stream, Drainage Channel Or Wetlands	<input type="checkbox"/>	<input type="checkbox"/>
- Existing Zoning: _____
- Area of site (sq. ft.): _____

The information stated in this application and on supporting documentation is accurate and true. Any changes to this information prior to a decision by the Board will be indicated in writing to the board.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Sworn before me this _____ day of _____, 20 _____

Notary Public

Important: Please be advised that by submitting this 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.

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.

Part 1 - Project and Sponsor Information				
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? 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
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
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?	NO	YES	N/A
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
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?	NO	YES	
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: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
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?	NO	YES	
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: _____ _____ _____	NO	YES	
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?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
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 _____ _____	NO	YES	

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: _____ _____ _____	NO	YES
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: _____ _____ _____	NO	YES
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: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE 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)

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



TOWN OF ISLIP
Department of Planning & Development

**INSTRUCTIONS FOR NOTIFICATION SURROUNDING
PROPERTY OWNERS AND SAMPLE NOTIFICATION LETTER**

Prior to the Planning Board public hearing, all property owners within 200 feet of the subject parcel must be notified. It is the applicant's responsibility to obtain an accurate list of surrounding property owners from the Town of Islip Planning Department and to notify surrounding property owners of the time and date of the Planning Board Public Hearing. The procedures below must be followed:

1. <u>MAP & LIST</u>	A 200 foot radius map and a list of all property owners within the 200 foot radius must be obtained and submitted with the application. The applicant must acquire a radius map and list from the Town of Islip Planning Department (https://islipny.gov/community-and-services/documents/planning-development/planning-division/313-map-request-application/file). If the applicant owns or has an interest in property contiguous (adjacent) to the subject parcel, the list shall include property owners within 200 feet of the contiguous property.
2. <u>NOTIFICATION</u>	After you submit a complete application, the Planning Department staff will review it and schedule it for a Planning Board public hearing. You will be notified of the date of the Planning Board public hearing; you are then required to <i>notify the surrounding property owners as they appear on the notification list at least ten (10) days prior to the hearing.</i> Please review the attached sample notification letter and follow its format. <i>The notification must be certified mail, return receipt requested and submitted to the Town prior to the public hearing. To ensure proper notification is met, a copy of the notification letter should be submitted to the Planning Department for review prior to mailing.</i>
3. <u>SIGNS</u>	The applicant is required to post <i>PUBLIC NOTICE SIGNS on the subject parcel at least ten (10) days prior to the hearing.</i> These signs are available at the Planning Department for a fee (https://www.islipny.gov/community-and-services/documents/planning-development/planning-division/308-fee-schedule-for-the-planning-division). At least three (3) signs shall be posted on the perimeter of each parcel in conformance with §68-32C(2) of the Code of the Town of Islip. <i>These signs should be removed immediately after the public hearing is held.</i>
4. <u>AFFIDAVIT</u>	After the applicant has mailed the notification letters and posted the PUBLIC NOTICE signs on the property, the applicant shall submit an Affidavit of Notification and Posting and proof of mailing to the Planning Department. A copy of this Affidavit is attached hereto.

Sample Notification Letter

<<Applicant>>
<<Applicant's Street Address>>
<<App. Town>>, <<App. State>> <<App. Zip Code>>

<<Today's Date>>

<<Surrounding Owner's Name>>
<<Owner's Street Address>>
<<Owner's Town>>, <<Owner's State>> <<Owner's Zip Code>>

RE:

Dear <<Surrounding Owners>>:

This is to notify you that there will be a public hearing before the Town of Islip Planning Board at Town Hall, 655 Main Street, Islip, New York on <<Hearing Date>> at <<6:00>> P.M.

The meeting will also be streamed live over the internet. Instructions on how to access the livestream are available on the Town's website—www.islipny.gov

If you need an auxiliary aid/service or other accommodation to attend the public hearing due to a disability, please contact Constituent Services at (631) 224-5380 as soon as possible, preferably at least 48 hours before the public hearing.

The purpose of this hearing is to discuss the merits of the proposal for the above captioned property to:

Obtain a _____ from the _____ Board for

Proposed plans and/or surveys can be reviewed at the Planning Department located at the Islip Town Hall, 655 Main Street, Islip, New York or by telephone at (631) 224-5450

Although written notification is given only to those within 200 feet of the subject property, please feel free to mention this application to any neighbor who may care to attend. At this meeting, all who choose to speak will be given the opportunity to be heard. Anyone interested in providing comments to the Planning Board on this application are encouraged to do so in writing and prior to the date of the meeting at the email address publichearings@islipny.gov

This meeting is a major influence on the outcome of this application. If you have any interest in this proposal, we urge you to attend.

Very truly yours,

<<Name of Applicant>>

<<Signature of Applicant>>

AFFIDAVIT OF NOTIFICATION & POSTING

STATE OF NEW YORK

SS:

COUNTY OF SUFFOLK

The UNDERSIGNED, being duly sworn, deposes and says that in compliance with the requirements of the Town of Islip Town Code, hereby certifies that all surrounding property owners within two hundred feet of subject property located at

Town of Islip, Suffolk County, NY, have been notified by certified mail (as per the attached certified mail receipts) dated _____ advising said property owners within two hundred feet that a public hearing will be held by the Islip Town Planning Board at 6:00 p.m. on _____ 20____, at the Islip Town Hall, 655 Main Street, Islip, New York and that the applicant has conspicuously posted signs on the property advertising the date, time, and reason for the public hearing before the Planning Board.

Signature

Print Name

Sworn to before me this

_____ Day of _____, 20____

Notary Public



Town of Islip
Department of Planning and Development

Office Use Only
Map No. 20 ____ - ____
Receipt No. _____
Associated with a FOIL Application ☐ Y ☐ N

Map Request Form/Custom

1. Applicant Information

Name: _____ Phone Number: _____
E-Mail Address: _____

2. Subject Area Information

Address: _____
Tax Map Number(s): _____
Description of Subject Area: _____

3. Map Request (allow a minimum of one week for processing)

Printed in Black & White			
Map Size	No. of Copies	Landscape	Portrait
8.5" x 11"			
8.5" x 14"			
11" x 17"			
18" x 24"			
24" x 36"			
36" x 48"			

Printed in Color			
Map Size	No. of	Land-	Portrait
8.5" x 11"			
8.5" x 14"			
11" x 17"			
18" x 24"			
24" x 36"			
36" x 48"			

Data to be Included (check all relevant data—no more than one aerial per map):

<input type="checkbox"/> Hamlets	<input type="checkbox"/> Parcel Lines
<input type="checkbox"/> Legislative Districts	<input type="checkbox"/> Zoning Data
<input type="checkbox"/> Flood Zones (<input type="checkbox"/> 1998 <input type="checkbox"/> 2009)	<input type="checkbox"/> Street Labels
<input type="checkbox"/> School Districts	<input type="checkbox"/> Wetlands (<input type="checkbox"/> Freshwater <input type="checkbox"/> Tidal)
<input type="checkbox"/> Radius (<input type="checkbox"/> 200' <input type="checkbox"/> 500' <input type="checkbox"/> Other: _____)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Aerial Imagery (circle desired year): 1938; 1947; 1961; 1969; 1972; 1976; 1980; 1984; 1999; 2001; 2004; 2007; 2009; 2010; 2011; 2012 (coastline only); 2013; 2016; 2020; 2023	

Features to be Labeled: _____
Title of Map: _____
Other Instructions: _____

Pricing Notes

1. Radius maps are only available as a custom map.
2. Payment for custom maps is due at the time of application and is payable by cash or check made payable to Town of Islip (See Fee Schedule for Pricing at: <https://www.islipny.gov/community-and-services/documents/planning-development/planning-division/308-fee-schedule-for-the-planning-division>)
3. A fee will be charged for any returned checks (<https://www.islipny.gov/community-and-services/documents/planning-development/planning-division/308-fee-schedule-for-the-planning-division>).
4. Refunds for custom maps will only be issued if requested within 2 business days after the application is submitted, as long as the request hasn't been processed.
5. Revisions of custom maps are subject to a fee of 50% of the original price; Custom maps (11" x 17" and under) include one revision at no cost.
6. Copy of custom maps are subject to a fee of 50% of the original price.

Office Use Only

Map Rate: _____ Rate for Additional Copies: _____

Total Cost: _____

Method of Payment:

☐

Cash

☐

Check (Check No. _____)

I have reviewed the information contained in this application and agree to abide by it's stipulations

Signature of Applicant

Date