

MINOR SUBDIVISION AND LAND DEVELOPMENT APPLICATION FORM

Pursuant to Article XXXIV, Paragraph 68-420.2 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.

Zoning District(s) _____ Tax Map Number 0500 _____

Physical Location of Subdivision _____

Applicant to provide the following:

- 1. Eight (8) overall surveys* prepared by a licensed surveyor/engineer showing:
- Property dimensions
- Topographic survey contours
- Surrounding uses and zones
- Proposed drainage method
- Proposed road locations, plot layout
- North and scale
- Special site conditions (easements, utilities, power lines)
- Existing and proposed structures, if any
- Existing environmental conditions (wetlands, flood zones, etc.)
- Adjacent tax map #s and ownership patterns
- GFA and FAR calculations pursuant to Town Code
- Title block with preparer/subdivider and owner information
2. A copy of Certificate of Occupancy or Compliance for all existing structures.
3. A completed Short Environmental Assessment Form.
4. Subdivision application completely filled out and notarized.
5. Full Disclosure Affidavit completely filled out and notarized.
6. Suffolk County Planning Commission release form.
7. Other information as requested by the Department of Planning and Development.
8. Deed - Showing proof of ownership of overall parcel(s).
9. Construction Activity Agreement - notarized.

*A total of eleven (11) overall surveys are required if Suffolk County Planning Commission review is necessary.

Property Owner / Applicant / (If not property owner)
Name
Address
Telephone
Contract Vendee (If Applicable)

Representative
Name
Address
Telephone

- Are there any open or pending building permits on this property?
Are there any open or pending violations on this property?
Are there any existing covenants or restrictions?

Signature of Applicant: _____ Date: _____

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.

TOWN OF ISLIP

Receipt No. _____

MINOR SUBDIVISION AND LAND DEVELOPMENT APPLICATION FORM

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Property Owner	Applicant	(If not property owner)
Name _____	Name _____	_____
Address _____	Address _____	_____
Telephone _____	Telephone _____	_____
Contract Vendee (If Applicable) _____	_____	_____

Representative

Name _____

Address _____

Telephone _____

- Are there any open or pending building permits on this property? Yes No
- Are there any open or pending violations on this property? Yes No
- Are there any existing covenants or restrictions? Yes No

Signature of Applicant: _____ **Date:** _____

Signature of Owner: _____ **Date:** _____

Sworn before me this _____ **day of** _____, **20** ____

Notary Public

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DEPARTMENT OF PLANNING - DETERMINATION:

- A. No Jurisdiction - not a subdivision
- B. Subdivision - Plans disapproved (See comments below).
- C. Subdivision - Planning Board has jurisdiction but will waive requirements to file subdivision plans on the following basis:
 - 1. Board of Appeals approval.
 - 2. Recreation Fee, 4 trees per corner lot, 2 trees all other lots.
 - 3. Compliance with Engineering Division improvement requirements.
 - 4. Suffolk County Planning Commission Review.
 - 5. Other _____

Comments:

DATE _____ SIGNATURE _____

Routed to:

Suffolk County

Engineering

Front Foot Fee

Improvements

DATE _____ SIGNATURE _____

NOTE:

1. A copy of this action will be required when filing an application for a building permit.
2. If insufficient information is provided, the application will be returned to the applicant.
3. This application to be submitted to the Planning Department and thereafter will be routed to Engineering and Building Divisions.
4. The Planning Department reserves the right to require additional information as necessary to adequately review the application.
5. SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES APPROVAL IS REQUIRED FOR ALL SUBDIVISIONS AND BUILDING PERMITS.
6. Tax bills will not reflect subdivision status until application for same has been made to the Assessor's Office.

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).
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).

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.

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				

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)



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
Division of Engineering and Contracts

CONSTRUCTION ACTIVITY AGREEMENT

SCTM NO: _____ **APPLICATION NO:** _____

SITE ADDRESS: _____

I agree to comply with the following:

- I will have available on-site this agreement and related plans during the entire construction process. I will explain the requirements to all construction personnel and subcontractors. I take responsibility for full compliance with this agreement and Chapter 47 of the Town of Islip Code (Stormwater Management and Erosion and Sediment Control).
- No vegetation and/or trees may be cleared without first receiving a mark-out or authorization from Planning, Building and/or Engineering Inspectors. Only vegetation, topsoil, and trees specifically in the path of construction activity may be removed.
- No earth, fill or construction material shall be allowed to migrate off site from this project on the Town of Islip roadway and or storm drain system or an adjacent property.
- No fill shall be brought into a site without the express approval of a Building or Engineering inspector. Fill piles will only be allowed in a location designated on plan, or authorized by Building/Engineering Inspector(s). Piles of fill shall be stabilized and/or contained with grass seed, silt fences, hay bales, or other approved methods.
- At the end of each workday the adjacent roadway and/or storm drain system shall be inspected by owner or his/her designee for soil or other matter. All construction sites and adjacent roadways shall be cleared of soil and other material at the end of each day.
- All construction and demolition debris and materials, including wet concrete, shall be disposed of at an appropriate facility in accordance with all TOI and NYSDEC waste management regulations. Dumping any liquid, semi-liquid, or other materials from a construction site into storm drains, roadways, or vacant property is grounds for a violation.
- Litter shall be picked up on a daily basis from site, adjacent properties and/or the road system.
- Toilet facilities shall be available to all workers on site during the construction period.
- A temporary stable construction entrance shall be constructed utilizing recycled concrete aggregate (RCA) or a similar material, unless a suitable constructed entrance already exists on the site.
- All municipal or private drainage inlets adjacent to area or construction shall be protected from dirt/matter/pollutants through the use of products/sponges designed for this purpose.
- On areas of steep slopes and areas cleared of vegetation, suitable stabilization methods, as shown on approved site plans and the stormwater pollution prevention plan (SWPPP) shall be employed to prevent soil migration and stormwater runoff.
- All exposed expanses of soil shall be stabilized with annual grass seed as soon as areas will no longer be needed for construction staging, or if areas will remain undisturbed for six weeks or longer.
- Prior to tree, shrub or other plantings, soil shall be suitably tilled and prepared.

IN WITNESS WHEREOF, the parties hereto have caused this Declaration to be duly executed as of the date and year first above written.

Owner Signature

STATE OF NEW YORK)

: ss:

COUNTY OF SUFFOLK)

On the _____ day of _____ in the year _____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed this instrument.

Contractor Signature

STATE OF NEW YORK)

: ss:

COUNTY OF SUFFOLK)

On the _____ day of _____ in the year _____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed this instrument.



SCHEDULE OF FEES – PLANNING DIVISION

(Contact the Building Division at (631) 224-5466 for Building Permit fees)
Effective March 28, 2013

APPLICATIONS SUBJECT TO TOWN BOARD REVIEW

\$750.00	Change of Zone/Special Permit for parcel up to one acre
\$200.00	- Fee per additional acre or fraction thereof
\$700.00	Modification of Covenants or Special Permit Restrictions for parcel up to one acre
\$150.00	- Fee per additional acre or fraction thereof
\$900.00	Placement of Road on the Official Map
\$250.00	Rehearing Fee
\$1500.00	Traffic Impact Study Review Fee

APPLICATIONS SUBJECT TO PLANNING BOARD REVIEW

ZONING

\$750.00	Special Permit (vehicle repair, restaurant, conveniences, etc.)
	Special Permit for Transmission or Receiving Tower
\$750.00	- Commercial Use
\$400.00	- Residential Use
\$500.00	Modification of Planning Board Restrictions
\$50.00	Review of Restaurant Outdoor Seating (Business District Only)
\$500.00	Certificate of Appropriateness (Planned Landmark Preservation District)
\$100.00	Planning Board Sign Review

SUBDIVISION

\$900.00	Major Subdivision or Review of Condominium Unit Designation Map – Base Charge
\$200.00	- Fee Per Lot – In Addition to Base Charge
\$400.00	Minor Subdivision – Base Charge
\$150.00	- Fee Per Lot – In Addition to Base Charge
\$750.00	Bond Reduction/Release (One Fee for Both)

SITE PLAN – Performed by Engineering Division – (631) 224-5360

\$700.00	Site Plan Review (Base Charge – plus site specific charges assessed at time of approval)
\$100.00	- Fee per additional acre or fraction thereof – In Addition to Base Charge
\$400.00	- Fee if Minor Subdivision required with Site Plan Review
\$500.00	Modification of Site Plan Requirements
\$250.00	Public Hearing Fee (For Buffer Reduction and Parking Modification in Excess of 25% of Required Amount)
\$900.00	Road Opening Permit – Base Charge
\$200.00	- Fee Per 100 Linear Feet of Road Length (Centerline Measurement) – In Addition to Base Charge
\$50.00	Renewal of approved site plan – One time only, prior to expiration

ENVIRONMENTAL

\$275.00	Wetlands and Watercourses Permit Review and Land Clearing Permit Review
\$100.00	Amendment or Extension of Unexpired Wetlands or Land Clearing Permit – No Renewals Permitted
\$500.00	Environmental Assessment Review – IDA applications not previously reviewed under Planning application
\$750.00	Environmental and Traffic Impact Statement Analysis – Base Charge
	- (Variable depending on cost of report preparation, processing, and consultant review fee)
\$10.00	FEMA Flood Zone Determination/PRP Extension Review

MISCELLANEOUS

Request for written zoning information.....	\$25.00 plus any copy fee below
Subdivision and Land Development Regulations	\$30.00/ea
Street Map.....	\$6.00/ea
Zoning Map/Official Map Volumes – See Zoning Map Request Form.....	Variable

DOCUMENTS AVAILABLE UNDER F.O.I.L.

COPIES/PRINTS – B&W/Color – Small Format (up to 8.5" x 14")	\$0.25/pg
COPIES/PRINTS – B&W – Small Format (11" x 17").....	\$0.50/pg
COPIES/PRINTS – Color – Small Format (11" x 17")	\$5.00/pg
COPIES/PRINTS – B&W – Large Format (22" x 34" & 36" x 44").....	\$5.00/pg
COPIES/PRINTS – Color – Large Format (22" x 34" & 36" x 44").....	\$20.00/pg

DOCUMENTS AVAILABLE AS A COURTESY TO THE PUBLIC

PRINTS – B&W – Small Format (up to 11" x 17")	\$50.00/pg
PRINTS – Color – Small Format (up to 11" x 17").....	\$75.00/pg
PRINTS – B&W – Large Format (22" x 34" & 36" x 44").....	\$75.00/pg
PRINTS – Color – Large Format (22" x 34" & 36" x 44").....	\$100.00/pg

PAYMENT POLICY: Payment may be made by cash or check. A receipt will be issued for all transactions. Checks must be made payable to The Town of Islip. Checks in excess of \$250.00 must be certified, excluding Attorney Escrow Accounts. A \$15.00 fee will be charged for any returned checks.

REFUND POLICY: Applications withdrawn prior to the scheduling and advertisement of a public hearing shall be refunded the full application amount, minus a fifty dollar non-refundable charge. Planning and Town Board applications withdrawn prior to a Planning Board decision will be refunded one-half of the application fee (up to \$500.00 maximum after receiving a Planning Board recommendation to the Town Board may be refunded a maximum of \$ 250.00.)