



TOWN OF ISLIP

DIVISION OF ENGINEERING AND CONTRACTS

Angie M. Carpenter, Supervisor

SITE PLAN SUBMISSION REQUIREMENT

An application is not complete and will not be scheduled until all of the following information has been provided:

1. **APPLICATION FORM** – Completed, signed, and notarized ()
 2. **FEE** – (See schedule) Certified check, money order or attorney's escrow account check payable to the Town of Islip will be accepted ()
 3. **ONE COPY OF DEED OR CONTRACT OF SALE** - Applicant must be the owner of the property (submit deed) or contract vendee (submit contract of sale) - A lease is not acceptable ()
 4. **ONE CERTIFIED COPY OF CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE** - May be obtained at the Building Division located at One Manitton Court directly behind Town Hall (631) 224-5470 ()
 5. **ONE COPY OF LEGAL DESCRIPTION** - Certified as accurate by a New York State Licensed Land Surveyor (signed and sealed). Include application Name and Suffolk County Tax Map Number(s) ()
 6. **ONE COPY OF SURVEY** - Certified by a New York State Licensed Land Surveyor Show bearings and distances ()
 7. **FIVE COPIES OF A SITE PLAN ACCEPTABLE TO THE PLANNING DIVISION** – Indicate proposed development of the site including site data, description, parking, landscaping, drainage, and lighting etc. ()
- NOTE: Please submit four (4) additional copies of the site plan if the project is located within 500 feet of a New York State right-of-way or three (3) addition copies if within 500 feet of a Suffolk County road or right-of-way. Total of eight (8) or nine (9) required in these instances
8. **SHORT ENVIRONMENTAL ASSESSMENT FORM** – (SEAF) (Available from: <http://www.dec.ny.gov/permits/70293.html>) ()
 9. **TWO COPIES OF ARCHITECTURAL ELEVATION DRAWINGS** ()
 10. **RESTAURANT AND BAR PROPOSALS** – One copy of floor plans indicating seating diagram and bar area ()

SITE PLAN MODIFICATION WITH PUBLIC HEARING:

11. **ONE COPY OF A RADIUS MAP** - A current tax map indicating all properties within 200 feet of the subject parcel. A current tax map may be obtained at the Assessor's Office - (631) 224-5585. If prepared by a surveyor, indicate all properties and ownership within 200 feet of the subject parcel(s) on the radius map. Alternatively, a GIS radius map may be requested from the Planning Division for an additional fee ()
12. **TWO COPIES OF NOTIFICATION LIST (SIGNED & NOTARIZED)** - Indicate ownership and tax map numbers of all properties within 200 feet of the subject parcel(s). Notification shall be served as per Planning Division procedure. Ownership information may be obtained at the Assessor's Office ()
13. **ADDITIONAL INFORMATION** – As required by staff ()



TOWN OF ISLIP
APPLICATION FOR MODIFICATION OF LAND USAGE

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

Town of Islip Engineering Division
1 Manittion Court, Islip, New York 11751 • (631) 224-5360

REQUESTED MODIFICATION

- Change of Zoning District Classification to:
Special Permit for:
Modification of deed covenants and restrictions
Site plan design:
Other:

Reason for request (use additional sheet if necessary):
Approval necessary prior to issuance of CO for proposed use.

PROPERTY OWNER

Name:
Address:
Tel. #
Fax

APPLICANT

Name:
Address:
Tel. #
Fax

Contract Vendee: Yes No

REPRESENTATIVE

Name:
Address:
Tel. #
Fax

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?
If yes, attach disclosure affidavit.

LAND USE AND SITE INFORMATION

- Tax Map #
Location of property
School district name and number
Existing zoning
Area of site (sq. ft.)
Is the property within 500' of the boundary line of:
Does the applicant/owner have any interest in contiguous property?
If yes, state tax map number(s)
Have there been any previous zoning applications on the property within the past year?
Existing use of property:
Proposed use of property:
Proposed building floor area (include existing floor area if it is to remain):
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:
The information stated on 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.
Owner/Point of Contact (Print):
Signature of Owner:
Date:
Sworn to before me this day of
in the year Notary public:
NOTARY STAMP

DATE STAMP

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.

FOR OFFICE USE ONLY
APPLICATION #
TOTAL FEE RECEIVED \$
RECEIPT #
CHECK #

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)

INSTRUCTIONS FOR
NOTIFICATION OF 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 prepare an accurate list of surrounding property owners and to notify them of the time and date of the Planning Board Public Hearing. The procedures below must be followed:

1. List A list of all property owners within a 200 foot radius must be prepared and submitted with the application. This list must be signed and notarized. A form is in the application package for your use. 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. The list should include the Suffolk County Tax Map Number and the name and address of the owner of record for each parcel. This list must be prepared from the current records of the Town Assessor. The Town Assessor's Office is located at 40 Nassau Avenue, Islip directly behind the Main Town Hall. Please make a photocopy and save for yourself.

2. Notification 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 and then be required to ***notify the surrounding property owners as they appear on the notification list at least ten (10) days prior to the hearing.*** Please review the attached sample notification letter and follow its format.
The notification must be certified mail, return receipt requested.

3. Signs The applicant is required to post ***PUBLIC NOTICE SIGNS on the subject parcel at least ten (10) days prior to the hearing.*** These signs are available at the Planning Department. At least three (3) signs shall be posted on each parcel and more may be required depending on the size of the parcel. ***These signs should be removed immediately after the public hearing.***

4. Affidavit After the applicant has mailed the notification letters and posted the PUBLIC NOTICE signs on the property, the applicant shall submit and Affidavit of Notification and Posting and proof of mailing to the Planning Department. A copy of this Affidavit is attached hereto.

SAMPLE LETTER

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

<<Today's Date>>

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

RE: _____

Dear <<Surrounding Owner's Name>>:

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 <<6:30>> P.M.

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

- a. Change the zoning district from _____ to _____.
- b. Obtain a Special Permit from the Town/Planning Board for _____.
- c. Modify the site plan design for _____.
- d. Modify the following deed covenant or stipulation filed with the Suffolk County Clerk: _____.

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. 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,

<<Signature of Applicant>>

LIST OF PROPERTY OWNERS WITHIN 200 FEET OF THE PERIMETER OF THE SUBJECT PARCEL

NOTE: Include NAME, ADDRESS, and TAX MAP NUMBER for each property owner.
ALL ENTRIES MUST BE TYPED.

<u>SAMPLE</u>		
NAME		
ADDRESS		
TAX MAP NUMBER		

NAME OF PREPARER: _____ TITLE: _____

ADDRESS: _____

SIGNATURE OF PREPARER: _____ DATE: _____

NOTARY: _____

NOTE: Reproduce this sheet as needed for additional address list space.



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
Radius Map (11" x 17").....	\$75.00/ea

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.)