



# TOWN OF ISLIP, NEW YORK

Change of Zone, Modification of Covenants and Restrictions,  
And Town Board Special Permit Process

## **STEP 1**

PRE-APPLICATION MEETING WITH PLANNING STAFF, IF DESIRED.

## **STEP 2**

SUBMIT A COMPLETE APPLICATION TO THE PLANNING DEPARTMENT.

## **STEP 3**

PLANNING DEPARTMENT REVIEWS COMPLETE APPLICATION AND CONTACTS APPLICANT WITH QUESTIONS AND/OR COMMENTS.

## **STEP 4**

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

## **STEP 5**

APPLICANT AND STAFF WORK ON ADDRESSING ALL COMMENTS AND CONCERNS.

## **STEP 6**

APPLICATION IS BROUGHT BACK TO THE PLANNING BOARD FOR A RECOMMENDATION TO THE TOWN BOARD.

## **STEP 7**

PUBLIC HEARING IS HELD BEFORE THE TOWN BOARD. ALL CONCERNS SHOULD HAVE BEEN ADDRESSED THROUGH REVISIONS TO THE PLANS AND PROPOSED COVENANTS AND RESTRICTIONS.

## **STEP 8**

APPLICANT PROCEEDS TO THE ENGINEERING AND BUILDING DIVISION FOR OTHER REQUIRED APPLICATIONS.



**SUBMISSION REQUIREMENTS CHECKLIST  
FOR  
CHANGE OF ZONE, MODIFICATION OF COVENANTS AND RESTRICTIONS,  
TOWN BOARD SPECIAL PERMIT**

<b>Application Requirements</b>	<b>MET</b>	<b>*NOT MET</b>	<b>N/A</b>
Application Form—Completed, signed and notarized.			
Fees as per the current schedule of fees.			
One (1) copy of survey prepared and certified by a New York State licensed surveyor showing bearings and distances.			
One (1) copy of certified Certificate of Occupancy or Certificate of Compliance.			
One (1) copy of deed or contract of sale—Applicant must be owner of the property (submit deed) or contract vendee (submit contract of sale). A lease is not acceptable.			
One (1) copy of legal metes and bounds description certified as accurate by a New York State licensed surveyor (signed and sealed). Include application name and Suffolk County Tax Map Number. Submit a digital copy via CD or electronic mail. File format must be a standard text or word processing file.			
One (1) copy of radius map, notification list, and affidavit. A GIS map and list of property owners within 200' is available from the Planning Division for an additional fee of \$75.00. Notification shall be served as per Planning Division procedure contained herein and/or within Town Code Section 68-32(c)			
Two (2) copies of a site plan acceptable to the Planning Division. Indicate proposed development of the site including site data and description. Please provide an additional copy of each if review is required by the Suffolk County Planning, New York State Department of Transportation, or Suffolk County Department of Public Works			
Completed Short Environmental Assessment Form (SEAF) - Complete Part 1 only (Available at <a href="http://www.dec.ny.gov/permits/70293.html">http://www.dec.ny.gov/permits/70293.html</a> ).			
Restaurant and Bar Proposals—Two (2) copies of floor plans for indoor recreation or restaurant indicating seating diagram and bar area.			
Traffic Impact Study—A traffic impact study may be required during the review process. If so, an additional review fee is required.			
One (1) copy of building elevations for new construction including all proposed signage. This may also be required for existing buildings during the review process.			
Additional information as determined by Planning staff.			

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



# Town of Islip Department of Planning and Development

## Application for Change of Zone, Modification of Covenants & Restrictions, Town Board Special Permit

*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.*

*Office Use Only*

CZ 20 \_\_\_\_\_ - \_\_\_\_\_

Total Fee Received:

\$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

### 1. Requested Modification

TB Special Permit

Modification of Deed Covenants & Restrictions

Liber: \_\_\_\_\_ Page: \_\_\_\_\_ TC No.: \_\_\_\_\_

Change of Zone Classification

Other: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Site Plan Design Modification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheet if necessary) (Approval necessary prior to issuance of CO)

### 2. Property Owner Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street No. Street Name

\_\_\_\_\_  
City/Town State/Zip

\_\_\_\_\_  
Telephone Number E-mail Address

### 3. Applicant Information

Contract Vendee (Check if Applicable)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street No. Street Name

\_\_\_\_\_  
City/Town State/Zip

\_\_\_\_\_  
Telephone Number E-mail Address



**Town of Islip Department of Planning and Development**  
**Application for Change of Zone, Modification of Covenants & Restrictions,**

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**4. Representative Information**

(All correspondence will be sent to Representative listed below)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street No.

\_\_\_\_\_  
Street Name

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State/Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

**5. 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

**6. 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 public 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):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Town of Islip Department of Planning and Development**  
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**6. Land Use & Site Information**

- 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"/>
- Have there been previous Zoning applications in the past year?  Yes  No
- 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.*

**Applicant's Name:** \_\_\_\_\_

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

**Owner's Name:** \_\_\_\_\_

**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.

**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? 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.			<b>NO</b>	<b>YES</b>
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:			<b>NO</b>	<b>YES</b>
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: _____ _____ _____	<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?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
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 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:

<p><b>1. <u>MAP &amp; LIST</u></b></p>	<p>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, for a fee of \$75. 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.</p>
<p><b>2. <u>NOTIFICATION</u></b></p>	<p>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.</i></p>
<p><b>3. <u>SIGNS</u></b></p>	<p>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 of \$10 each. 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></p>
<p><b>4. <u>AFFIDAVIT</u></b></p>	<p>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.</p>

# 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 <<6:30>> 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. Modification of Deed Covenants & Restrictions or Stipulations:  
\_\_\_\_\_
- c. Modify the site plan design 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 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,

<<Name 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

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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 6:30 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*

# 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 cor-  
poration 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 and Development**

Angie M. Carpenter, Supervisor  
Ron Meyer, Commissioner of Planning and Development

## Map Request Form

### 1. Terms & Policies

- **Timetable**—Requests must be submitted **AT LEASE one (1) week in advance for Custom Maps.** You will be contacted upon completion.
- **Payment Policy**—Payment shall be made at the time of the request either by cash or check. A receipt will be issued for all transactions. Checks must be made payable to the Town of Islip. A \$15.00 fee will be charged for any returned checks.
- **Refund Policy**—Refunds for requested custom maps are only possible if the refund is requested within 2 business days after application has been filed.
- **Revision Policy**—One revision of a custom map (**11x17 and under**) is included in map pricing. Any subsequent revision requests to custom maps will be subject to a 25% fee of original map price. Large format map revisions are subject to a 25% fee of original map price for any revision.
- **Zoning Maps**—To obtain predesigned, standard maps containing parcel and zoning data for large areas of the town, please fill out a copy of the Zoning Map Request Form, as well as, a Freedom of Information Application and submit both forms to the Town Clerk's Office. This data is available in large format poster size documents only, the Town no longer provides ledger size bound sets. These documents may be subject to additional fees paid to the County of Suffolk.
- **Electronic Delivery**—Applicants requesting electronic delivery for custom maps will be charged for one paper copy at the custom map price. A pdf of the map will be created and password secured to be sent to the applicant via e-mail.
- **Freedom Of Information Law (FOIL) Policy**—Any map that is either a photocopy of an original, a zoning map, a map that can be reproduced using the Town GIS viewers is subject to the FOIL process. Applicant must fill out this application, as well as, a Freedom of Information Application and submit both forms to the Town Clerk's Office. Any such maps are subject to FOIL rates.
- **Delivery Policy**—Maps are available for pick-up or electronic delivery only. Hard copies of maps will no longer be mailed to applicant via postal service. Effective August 13, 2012.



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

Angie M. Carpenter, Supervisor  
Ron Meyer, Commissioner of Planning and Development

*Office Use Only*

Map No. 20 \_\_\_\_\_ - \_\_\_\_\_

Receipt No. \_\_\_\_\_

Associated with a FOIL Application  Y  N

# Map Request Form

## 2. Applicant Information

\_\_\_\_\_  
Name Phone Number E-Mail Address

## 3. Subject Area Information

Address: \_\_\_\_\_ Tax Map Number(s): \_\_\_\_\_

Description of Subject Area: \_\_\_\_\_

## 4. Map Information

\*\*Please note 2012 aerials only available along the coast line\*\*

### Map Size (Check one):

	8.5 x 11	8.5 x 14	11 x 17	18 x 24	22 x 34	34 x 44
Portrait						
Landscape						

### Delivery Method (Check one):

Pick-up  
 Electronic Delivery

Number of Copies: \_\_\_\_\_

### 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   |   |

- Available Aerials (Please circle desired year):

1938; 1947; 1961; 1969; 1972; 1976; 1980;

1984; 1999; 2001; 2004; 2007; 2009; 2010;

2011; 2012; 2013

Features to be Labeled: \_\_\_\_\_

Title of Map: \_\_\_\_\_

Other Instructions: \_\_\_\_\_



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

Angie M. Carpenter, Supervisor  
 Ron Meyer, Commissioner of Planning and Development

**Map Pricing**

If the requested map is:

- A Street Map the cost is \$10.
- Requested by a student showing proper identification (a student ID), they are eligible for the F.O.I.L. prices for custom maps and do not need to go through Town Clerk for F.O.I.L.

F.O.I.L. Eligibility

- Send Applicant to Town Clerk to fill out F.O.I.L. request form if any of the following applies:
  - The map requested is a photocopy of a paper original
  - A file containing the map requested exists on the Town Network
  - The map requested is a Zoning Map
  - The map requested can be reproduced using the Town GIS viewers (ArcIMS/Geocortex viewers)

**\*\* IF NONE OF THE ABOVE APPLIES REFER TO CUSTOM MAP PRICING FOR MAP RATES\*\***

<b>Printed in Black and White</b>			
Map Size	F.O.I.L. Rate	Custom Map	
<input type="checkbox"/> 8.5" x 11"	The cost is 25¢	The cost is \$50	
<input type="checkbox"/> 8.5" x 14"	The cost is 25¢	The cost is \$50	
<input type="checkbox"/> 11" x 17"	The cost is 50¢	The cost is \$50	
<input type="checkbox"/> 18" x 24"	The cost is \$5	The Cost is \$75	
<input type="checkbox"/> 22" x 34"	The cost is \$5	The cost is \$75	
<input type="checkbox"/> 34" x 44"	The cost is \$5	The cost is \$75	

<b>Printed in Color</b>			
Map Size	F.O.I.L. Rate	Custom Map	
<input type="checkbox"/> 8.5" x 11"	The cost is 25¢	The cost is \$75	
<input type="checkbox"/> 8.5" x 14"	The cost is 25¢	The cost is \$75	
<input type="checkbox"/> 11" x 17"	The cost is \$5	The cost is \$75	
<input type="checkbox"/> 18" x 24"	The cost is \$10	The cost is \$75	
<input type="checkbox"/> 22" x 34"	The cost is \$20	The cost is \$100	
<input type="checkbox"/> 34" x 44"	The cost is \$20	The cost is \$100	

Notes:

*The above prices are per page.  
 Subsequent copies of Custom Map documents will be charged at F.O.I.L. rates.*

Map Price: \_\_\_\_\_  
 Price of Copies: \_\_\_\_\_  
**Total Cost:** \_\_\_\_\_

Method:  Cash  
 Check: \_\_\_\_\_

Signature of Dept. Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**By signing below the party requesting the map indicates that they have read the total of the map request form and agree to abide by its stipulations, including payment of fee.**

Signature of Requester: \_\_\_\_\_

Date: \_\_\_\_\_