TOWN OF ISLIP, NEW YORK

MAJOR SUBDIVISION PROCESS

STEP 1

PRE-APPLICATION MEETING WITH PLANNING STAFF.

STEP 2

SUBMIT A COMPLETE APPLICATION TO THE PLANNING DEPARTMENT.

STEP 3

PLANNING DEPARTMENT REVIEWS COMPLETE APPLICATION AND DEVELOPMENT PLANS FOR COMPLIANCE WITH TOWN ZONING STANDARDS AND SUBDIVISION REGULATIONS. STAFF CONTACTS APPLICANT WITH QUESTIONS AND/OR COMMENTS.

STEP 4

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

STEP 5

APPLICANT AND STAFF WORK ON ADDRESSING ALL COMMENTS AND CONCERNS. DEVELOPMENT PLANS ARE FINALIZED AND CONSTRUCTION COSTS ESTIMATED.

STEP 6

APPLICATION IS BROUGHT BACK TO THE PLANNING BOARD FOR FINAL APPROVAL RESOLUTION WITH CONDITIONS.

STEP 7

DEVELOPMENT PLANS ARE FORWARDED TO THE TOWN ENGINEER FOR GRADING AND DRAINAGE PLAN APPROVAL.

STEP 8

APPLICANT SATISFIES ALL CONDITIONS OF THE FINAL RESOLUTION AND SUBMITS THE MAP FOR PLANNING BOARD CHAIRMAN SIGNATURE. APPLICANT RECORDS THE MAP WITH THE SUFFOLK COUNTY CLERK RETURNS RECORDED MAP AND COPIES TO PLANNING DEPARTMENT FOR DISTRIBUTION TO ALL DEPARTMENTS.

SUBMISSION REQUIREMENTS CHECKLIST
FOR
MAJOR SUBDIVISION

Application Requirements	MET	*NOT MET	N/A
Application Form—Completed, signed and notarized.			
Existing condition survey prepared by a licensed surveyor.			
Copy of the current deed(s) for the subject property(s) or contract of sale if contract vendee.			
Valid Certificate(s) of Occupancy for any structures and/or uses on the subject property.			
Disclosure Affidavit, completed and notarized indicating:			
• Those with an interest in the application.			
• The results of a violation search conducted by the Town of Islip Department of Code Enforcement. If said violation search shows that the subject property(s) are free from any violation of Town ordiances, a disclosure addidavit stating the same shall be necessary.			
• If there are any existing covenants or restrictions on the property. If any, submit one copy.			
Four (4) preliminary plans, including preliminary drainage design and profiles, prepared by a licensed land surveyor or engineer, showing information noted in the Town of Islip Subdivision and Land Development Regulations, Appendix B.			
Suffolk County Planning Commission Release Form. An additional three (3) preliminary plans as required if Suffolk County Planning Commission review is necessary.			
Completed Short Environmental Assessment Form, Full Environmental Assessment Form, or Draft Environmental Impact Statement as required under SEQR (Available at http://www.dec.ny.gov/permits/70293.html).			
Fees as per the current schedule of fees			
Additional information as determined by the Planning Board, its designee, the Division of Engineering, or the Department of Public Works.			

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

Town of Islip Department of Planning and Development

Major Subdivision 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

Office Use Only

MS 20 ____ - _____

Receipt No. _____

1. Property Information

Tax Map Number 0500 _____ **Hamlet** _____

_____ **Type of Dwelling** _____

Zoning District(s) _____ **No. of Unites** _____

Name of Proposed Map _____ **Filed Map Name** _____

_____ **Filed Map No.** _____

Subdivision Location _____

_____

_____

2. Property Owner Information

☐ Contract Vendee (Check if Applicable)

_____
Name

_____ _____
Street No. Street Name

_____ _____
City/Town State/Zip

_____ _____
Telephone Number E-mail Address

3. Applicant Information

_____
Name

_____ _____
Street No. Street Name

_____ _____
City/Town State/Zip

_____ _____
Telephone Number E-mail Address

Town of Islip Department of Planning and Development

Major Subdivision 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

4. Representative Information

_____
Name

_____ _____
Street No. Street Name

_____ _____
City/Town State/Zip

_____ _____
Telephone Number E-mail Address

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.

Disclosure Affidavit

Application of: _____

Location of Property: _____ **Tax Map No.** 0500 _____

_____

* Cross out phrase where it is not appropriate

STATE OF NEW YORK)
:SS.:
COUNTY OF SUFFOLK)

That in connection with the above captioned application to the Planning Board, I, _____ _____ the *(applicant herein), (an officer or agent of the corporate applicant, namely it's _____), swear or affirm under the penalties of perjury, that no other person will have any direct or indirect interest in this application except _____

_____

_____

(in case of corporations, all officers of the corporations and stockholders owning more than 5% of the corporation stock must be listed. Attach separate sheet if necessary)

That *(I am not) (none of the officers or stock holders are) related to any officer or employee of the Town of Islip, except _____

_____

That there is not any state or local officer or employee, a member of a board of commissioners of local public authorities or other corporation within the county (exclusive of a volunteer fireman or civil defense volunteer) interested in such application, except _____

_____

Signature of Applicant(s) _____ **Date:**_____

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

_____

Notary Public

SUFFOLK COUNTY PLANNING COMMISSION RELEASE FORM

SUBDIVISIONS SUBJECT TO SUFFOLK COUNTY PLANNING COMMISSION REVIEW

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

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

		YES	NO
1.	An airport.	☐	☐

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

1.	The boundary of a village or town.	☐	☐
2.	The boundary of any existing or proposed county, state, or federal park or other recreation area.	☐	☐
3.	The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road, or highway.	☐	☐
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.	☐	☐
5.	The existing or proposed boundary or any other county, state, or federally owned land, held or to be held for governmental use.	☐	☐
6.	The Atlantic Ocean, any bay in Suffolk County, or estuary of any of the foregoing bodies of.	☐	☐

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 al parcels within subdivision.

        vi. Area of each lot.

        vii. Sufficient data to readily determine the location, direction, and length of all property boundaries, street lines, and lot lines.

        viii. Zoning classification of property (May be stated in a referral letter if not on the map).

        ix. Suffolk County Tax Map number (May be stated in referral letter if not on the map).

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

2. One (1) copy of TOPOGRAPHICAL MAP or information, if such was required by the referring agency as part of its requirements.

3. Supporting information:
    a. Draft or Final Environmental Impact Statement (DEIS/FEIS), if such has been required.
    b. Environmental Assessment Form (Long or Short).

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

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. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland				

RESET

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☐	☐
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?	☐	☐
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: _____	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	☐
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?	☐	☐
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: _____	☐	☐
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ 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?	☐	☐
16. Is the project site located in the 100 year flood plain?	☐	☐
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? ☐ NO ☐ YES	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____		

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	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: _____	☐	☐
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: _____	☐	☐
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: _____	☐	☐

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)?	☐	☐

RESET

	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)

PRINT

RESET

Town of Islip Department of Planning and Development

Division of Engineering and Contracts

Construction Activity Agreement

Tax Map No. 0500_____ **Location of Property:** _____

_____ _____

Application No._____ _____

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 form from Planning, Building and/or Engineering inspectors. Only vegetation, topsoil, and trees specifically in the approved construction activity area 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 adjacent property.

- No fill shall be brought into a site without the express written approval of a Building or Engineering inspector. Fill piles will only be allowed in a location designated on the plan, or authorized by Building or 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 matter at the end of each workday.

- 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 of 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.

Town of Islip Department of Planning and Development

Division of Engineering and Contracts

Construction Activity Agreement

I agree to comply with the following:

- 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 of 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 top dressed and 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.

STATE OF NEW YORK)
:ss:
COUNTY OF SUFFOLK)

_____
Owner Signature

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

_____
Notary Public

STATE OF NEW YORK)
:ss:
COUNTY OF SUFFOLK)

_____
Contractor Signature

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

_____
Notary Public

SCHEDULE OF FEES—PLANNING DIVISION

(Contact Building Division at (631) 224-5466 for Building Permit fees)
Effective September 26, 2014

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 of fraction thereof
$900.00	Placement of Road on the Official Map
$250.00	Rehearing Fee
$1,500.00	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
$50.00	Emergency Wetlands Permit
$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

OTHER FEES

Miscellaneous

Request for **written** zoning information $25.00 plus any copy fee below

Subdivision and Land Development Regulations	$30.00/ea
Street Map	$10.00/ea
Zoning Map of entire Town (9 sheets—36"x48")	$200.00

Documents Available Under F.O.I.L.

COPIES/PRINTS—B&W/Color—Small Format (up to 8.5"x14")	$0.25/pg
COPIES/PRINTS—B&W—Small Format (11"x17")	$0.50/pg
COPIES/PRINTS—Color—Small Format (11"x17")	$5.00/pg
COPIES/PRINTS—B&W—Large Format (22"x34" & 36" x 44")	$5.00/pg
COPIES/PRINTS—Color—Large Format (22"x34" & 36" x 44")	$20.00/pg

Custom Maps

PRINTS—B&W—Small Format (up to 11"x17")	$50.00/pg
PRINTS—Color—Small Format (up to 11"x17")	$75.00/pg
PRINTS—B&W—Large Format (22"x34" & 36" x 44")	$75.00/pg
PRINTS—Color—Large Format (22"x34" & 36" x 44")	$100.00/pg
PRINTS—Radius Map (11"x17" & 18" x 24")	$75.00 ($5/pg (11"x17") $10/pg (18"x24"))

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. A $35.00 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 shall be refunded one-half of the application fee (up to $500.00 maximum for applications withdrawn after receiving a Planning Board recommendation to the Town Board, may be refunded a maximum of $250.00.