



Zoning Board of Appeals

Town of Islip

40 Nassau Avenue, Suite 1
Islip, NY 11751
(631) 224-5489

DOCUMENTS AND FORMS REQUIRED FOR SIGN VARIANCE APPLICATION

THE BOARD OF APPEALS WILL NOT ACCEPT AN INCOMPLETE APPLICATION FOR FILING

ZBA Application Signed by all title owners with each signature notarized.

Letter of Sign Permit Denial Prepared and received after submission of [Sign Permit Application](#).

Survey Less than one (1) year old, with eight (8) copies, drawn to scale, signed and sealed by a NYS licensed surveyor. Must show all existing site structures and improvements; include names of adjacent roadways; property line bearings and distances; tie distance to nearest street corner; lot area; tax lot information; dimension of existing structures; heights of perimeter improvements (fences, walls, etc.); distances from existing structures and perimeter improvements to property lines; pavement and parking stall striping; abutting road improvements (curbing, pavement, sidewalks, drainage structures, etc.) If actual conditions on the subject property are different from the survey provided, an updated survey, additional applications and/or approvals may be required. A site plan is not a substitute for a survey.

Site Plan Required only for business, commercial, and industrial properties. Less than one (1) year old, with eight (8) copies, to scale. All site plans must indicate the feature(s) of the application by clearly labeling and outlining the structures to be considered.

Drawings of Sign Eight (8) color copies showing construction and dimensions of proposed sign

Copy of Certificate of Occupancy or Compliance On file at the Records Division of the Building Department, 1 Manittan Court, Islip. Request may be submitted online: <https://islipny.gov/foil>

Disclosure Affidavit Signed by all title owners with each signature notarized. If property is under contract of sale this form must be submitted by the owner and contract vendee. If held in trust, a copy of trust is required. Disclosure affidavit must be signed by trustee (or co-trustees) and all beneficiaries.

Corporate Resolution If applicant or contract vendee is a corporation, a corporate resolution authorizing the corporate officer to sign documents on behalf of the corporation is required.

Recorded Photocopy of Deed If applicant is contract vendee or tenant, executed contract of sale or lease is required.

Filing Fee Visit our website for current [Fees](#), and [Applications](#):
<https://www.islipny.gov/departments/planning-and-development/zoning-board-of-appeals>
Requirements are subject to change without notice.

RULE ADOPTED BY THE TOWN OF ISLIP BOARD OF APPEALS. APRIL 21. 1981

If a prior application was DENIED, a new application cannot be accepted by the Board of Appeals unless there is substantial change in such application and permission is granted by the Board after submission of letter setting forth any new evidence which might indicate such substantial change or unless directed by a court of competent jurisdiction.

(Revised 04/29/2024)

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 Zoning Board of Appeals I, _____ the *(applicant herein), (an officer or agent of the corporate applicant, namely its _____), 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 on this _____ day of _____, 20 _____

Notary Public