



Zoning Board of Appeals Town of Islip

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

DOCUMENTS AND FORMS REQUIRED FOR TEMPORARY SPECIAL EXCEPTION TWO-FAMILY, FAMILY USE ONLY DWELLING PURSUANT TO ISLIP TOWN CODE SECTION 68-419.1

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

This provision of the Town code grants the ZBA the power to grant a temporary special exception for use of a single-family dwelling for two-family purposes where occupants are related in the first degree of consanguinity and documented physical or mental hardship is involved. Advanced age is also grounds for granting this application. In cases of extreme hardship, the Board will consider the second degree of consanguinity. This grant must be renewed every three years.

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

Letter of Zoning Denial Please complete and submit a [Zoning Inquiry Form](#) to ZoningDepartment@islipny.gov. The Zoning Division will respond with a written Letter of Denial, or follow up if more information is required.

Disclosure Affidavit If property is jointly owned, must be signed by all title owners and each signature notarized. If the property is held in trust, we need to see a copy of trust to determine the Trustee. Disclosure Affidavit must be signed by trustee (or co-trustees).

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.

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

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

Birth Certification We require a birth certificate of **each owner and all person(s)** who will occupy the home. If a physical or mental condition is alleged the Board requires a recent doctor's letter detailing the condition.

Filing Fee Visit our website for current [Fees](#), and [Applications](#):
<https://www.islipny.gov/community-and-services/documents/agendas/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