



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION ENGINEERING AND CONTRACT
Angie M. Carpenter, Town Supervisor ■ Christopher Poelker, P.E., Town Engineer
655 MAIN STREET ISLIP NEW YORK 11751 TEL: (631) 224-5360 FAX: (631) 224-5365

Applicant Checklist for Plot Plan 1st submission:
Elevation & Grading Review

The following MUST be provided on the plot plan for review.

- Provide digital copy (PDF format) of the plot plan using the following link: <http://pdfupload.islipny.gov/> and use the above referenced record #.
- Provide Suffolk County Tax Map Number(s) and the above referenced permit number on plan.
- Provide Applicant name, address and telephone number on plan.
- Provide Seal and signature certification by licensed Engineer, Architect or Surveyor on plan.
- Show distances and bearings along boundaries of site, scale used, key map, tie-distance to nearest cross street, north arrow, right of way width, drawing date and topographic elevations in NAV 88 datum.
- Show all existing conditions including all structures, location of driveways and aprons, location of nearest fire hydrant and utility poles along frontage and/or one's servicing dwelling, edge of pavement or location of curb and sidewalk. Structures/items being removed are to be noted as such and areas are to be revegetated.
- Show location of the proposed dwelling with building envelope showing min. and proposed front, side, and rear setback distances.
- If any Zoning Board of Appeals variances have been granted, please provide small chart or data section listing all that was granted.
- Provide Floor Area Ratio (FAR) calculation with square footage breakdown for property (max 25%).
- If applicable, show location of proposed driveway with side yard setback (minimum 4 feet), front yard occupancy calculation (maximum 35%) and grade (min 1%, max 8%).
- If applicable, show installation of new concrete apron (Item 47AP) to service driveway (min. 15', max 21' wide). Details are available in the appendix of the Town of Islip Subdivision & Land Development Regulations on the Town website. No other detail shall be accepted.
- Show all existing and proposed utility connections, including electric and cable/fios, to be routed underground from the nearest pole to the dwelling. Actual route must be shown on plan.
- Show installation of 2 trees for each street frontage (min. 5' behind property line & min. 2 1/2"-3" caliper). Details are available in the appendix of the Town of Islip Subdivision & Land Development Regulations on the Town website.
- Show existing grades (in NAV 88 datum) using contours or spot elevations through site, at all property corners, high & low points along all property lines, along street centerline and if possible, first floor elevation of adjoining dwellings.
- Show proposed grade of site and around dwelling, including first floor and garage floor elevations.

- Maximum height of dwelling entrance platforms, stoops or terraces is three feet (§68-49 E). If located within a flood zone, the elevation of the lowest floor is permitted to be a maximum 4 ft. above Base Flood Elevation (§68-442 C5). Please note the minimum first floor elevation in a flood zone is the Base Flood Elevation plus 2 feet (§68-442 C1). Show height of entry on Plot Plan.
- If applicable, show location of any existing or proposed retaining walls (if needed where minimum 1 on 3 grading cannot be met). Walls over 18" in height shall be setback 4 ft. or height of wall, whichever is greater. Walls over 30" shall provide guards min. 36" in height along wall as per Section R312 of the 2015 International Residential Code. Top & bottom of wall elevations shall be shown. Provide details by a licensed Professional Engineer.
- If applicable, provide cut & fill calculations for the proposed property. Please refer to Town Code Article XL Flood Damage Prevention, Chapter 68-442 3C for specific verbiage on whether compensating excavations are applicable if the property is located within a Flood Zone.
- Based upon existing conditions in the neighborhood, this Division will determine if the installation of improvements will be required along the property street frontage(s) or a Community Improvement Fee* (\$20/lf in lieu of curb & \$20/lf in lieu of sidewalk) be assessed in lieu of the improvements.

Provide the following information in regards to drainage:

- 2" rainfall capture for all impervious surfaces on site, including any driveways, walkways, patios, etc. Provide methods & calculations.
- Provide attached detail of (Item 100/100B/102CB/Leaching Chambers/PPP in gravel bed) or provide alternative drainage methods with manufacturer spec on plan. Details of Town of Islip constructions standards are available in the appendix of the Town of Islip Subdivision & Land Development Regulations on the Town website.
- Note & show all drainage to be installed min. 5' from any property line, min. 10' from dwelling with 4" PVC SDR 35 connection, min. 2' above ground water, max depth of 12'.
- If inter-connecting multiple drainage structures, show min. 10' separation of 15" RCP CLIV or PPP.
- Provide test hole on site with date (within 1 year), location, elevations at grade & throughout boring and soil samplings. Test hole to be 2' below deepest drainage structure.
- If installing curbing along property frontage, drainage installation may be required if feasible at low point accommodating half of all surface area in ROW for a 2" rainfall. Provide method & calculations.

Add the following standard notes on the plot plan:

- "Contact Engineering Inspector (631-224-5366) at least 48 hours prior to start of any work. Work performed without inspection shall be certified to the Engineer's satisfaction at Applicant's expense."
- "Coordinate and complete all utility relocations. All utilities are to be underground."
- "Obtain a (Town of Islip/SCDPW/NYS DOT) Right of Way Work Permit."
- "Placement of fill, installation of walls, dumping of material, excavating, mining, or other similar disturbance of land requires a site plan. Commencement of any actions without approval is prohibited and subject to legal action."
- "Recycled Portland Cement Concrete Aggregate (RCA) is to be certified. Documentation is to be provided showing that the material obtained is from a NYSDEC registered or

permitted construction and demolition (C&D) debris processing facility as specified in Section 360-16.1 of 6NYCRR Part 360, "Solid Waste Management Facilities".

- "Prior to C.O, a rain inspection must be made."
- "All trees 10" caliper and greater or any significant tree on site to be preserved to maximum extent possible unless diseased or compromised."
- "Established lawn to the satisfaction of the Engineering inspectors required prior to issuance of Certificate of Occupancy."
- "Any soil brought onto or removed from site shall be coordinated with the Engineering Inspectors (631-224-5360)."
- "For road work: Existing edge of pavement to be saw cut – pavement specification is 6" RCA, 3" NYS Type 3 Binder, 1-1/2" NYS 6F Top course."
- "Any broken street improvements shall be repaired/replaced to the satisfaction of the Engineering inspectors".
- "6 ft. high chain link or equivalent construction fencing around all sides of property required to secure site."

*Community Improvement fees are collected in instances where such fees would serve a greater public purpose by funding improvements elsewhere. Community Improvement Funds shall be utilized to provide physical community improvements in the Town of Islip and to further the stated goals of the Comprehensive Plan.

**In addition to the PLOT PLAN and a possible Right of Way Work Permit, a Construction Activity Agreement (submitted to the Building Division – see attached) will be required prior to the issuance of any building permit.

**Please note, effective January 1, 2017, a review fee of \$150.00 shall be required for the 3rd denied submission and each denial thereafter (please refer to the Schedule of Fees under Residential Permits – Miscellaneous on the Town of Islip website). This fee shall be required at the time of resubmission to the Engineering Division. The Engineering Division reserves the option to void and return the entire submission to the applicant if the 3rd submission is not in substantial compliance with the Subdivision and Land Development Regulations.

** This is not a comprehensive checklist. Design Professional should utilize the Town of Islip Zoning Code and the Subdivision & Land Development Regulations to provide a complete submission.