



**TOWN OF ISLIP**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
**DIVISION OF ENGINEERING AND CONTRACTS**

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**ELECTRONIC SUBMITTAL PROCESS**  
**ENGINEERING DIVISION**

In an effort to streamline the Engineering Divisions application process, applications are now being accepted electronically. This process will continue to evolve and we recommend you check our website often for updated requirements.

To ensure your application is not delayed, please be sure the forms are completed accurately and that you have the proper documentation for the approval you are seeking. For forms, requirements and fee schedules, visit our website at <https://islipny.gov/departments/planning-and-development/engineering-division> and click [View All Engineering Division Documents A-Z](#).

Once you have all the minimum submission requirements for the approval being sought, please follow the steps below to submit your application:

1. Email a completed application form to [Engineering@islipny.gov](mailto:Engineering@islipny.gov). The form must be signed and notarized or it will not be deemed complete.
2. The Engineering Department will review the application for completeness and send you a Record #, typically within one business day. This Record # is unique to the application you emailed to us, and is the code you need in order to upload your documents. If you do not receive a response from us within two business days, please call our office to make sure we received your application.
3. You may now upload the PDF files. From your web browser, go to <https://pdfupload.islipny.gov/> and perform the following steps (see the last page for screen shot images of the upload browser):
  - a. **Record #** – Enter the 6-digit record number assigned to your specific application. (Note: when making future inquiries on an application, please refer to the application number – not this Record #.)
  - b. **Type** – From the dropdown menu, click the document type to be uploaded. The choices will vary based on the application type (see the last page for screen shot images).
  - c. **Document Name** – **Enter a descriptive file name and the date of the file (i.e. Plans – Engineering Site Plans 04/28/20; Plans – Architectural Plans 05/16/20; Plans – Existing Conditions Survey 03/26/20, etc.)** This step is crucial so we can distinguish between the various documents that are uploaded for a project. If a proper name is not entered in this field, you will be asked to upload the documents again.
  - d. **Choose File** – Select the PDF file you wish to upload from your computer. **If your document is comprised of multiple pages of the same document type, be sure to consolidate them into one PDF file before you upload.** All documents required in accordance with a full submission should be uploaded digitally. An application submission will not be considered complete until all the required documents have been received.
  - e. **Upload** – Press the Upload button and click OK.
4. Once all the documents have been uploaded and all original signed documents have been received, Engineering and Planning staff will give the documents a cursory review for completeness. This review will typically be completed within two business days.

- a. If the application does not meet the minimum requirements for review, you will receive an email advising the submission was denied and the reasons for the denial. You will be required to make the necessary corrections and upload new documents.
  - b. Once it's deemed that the application contains the minimum requirements for review, Engineering will send you an email asking you to mail in or drop off your original signed application, original signed affidavits, and any documents you weren't able to upload along with the application fee. Documents can be mailed or dropped off at the Engineering Division.
5. Plans will be reviewed for conformance with Town Code and Standards, and marked up electronically using PDF markup software. A comment letter will be transmitted by email to both the applicant and owner designated on the application form. The applicant is required to address all comments from the review letter, revising the plans and providing a cover letter explaining where or how the comments were addressed. Resubmittals will need to be uploaded using the same process outlined above.
  6. During plan review, if the plans don't comply with Town Codes and Standards, you will be notified of the deficiencies via email. The applicant is required to address all comments from the review letter and note exactly where or how the comment was addressed. Resubmittals will need to be uploaded using the same process outlined above. Once an application is deemed approvable, the document will be signed electronically by the Town Engineer and approval letter will be sent to applicant. **Please be aware that if the application is for work on Town Property then an original signed and sealed plan will be required for final approval. This does not include minor work required in the right of way.**
  7. Part of the electronic review process will require the printing of 3 color sets of the approved plan for the inspector's use. The fee for this plan reproduction has been set at \$2.00/page and is subject to change based on the Town's cost and capabilities to do so. If the applicant wishes to take on this responsibility they may do so but must notify the Town prior to approval. This will just add an additional step to the applicant as the electronic plans will not be released until all permit requirements have been met as stated on engineering approval letter.
  8. After all requirements have been met as referenced on Engineering's approval letter, the applicant may submit an application to the Building Division for a building permit. The Building Division will notify Engineering when the permit is issued, and Engineering will email a copy of the approved site plan to the applicant.

## DOCUMENT UPLOAD SCREEN IMAGES

**HOME SCREEN**

**Town of Islip**

**Document Upload**

**Instructions**  
A multiple page document must be consolidated into a single, multiple page PDF, so that each separate document is one standalone file. FAILURE TO DO THIS MAY RESULT IN A SUBMISSION BEING REJECTED.

Record#\* -

Type\* -

Document Name\* -

No file chosen

Only PDF files with a max size of 500 Megabytes. \*All fields are now required.

**TYPE (DOCUMENT)**

Application Form

- As-Built
- Board Action
- Construction Activity Agreement
- Deed or Contract of Sale
- Disclosure Affidavit
- Environmental Assessment
- Plans - Architectural Elevation Plans
- Plans - Building Floor Plans
- Plans - Engineering Site Plan
- Plans - Existing Condition Survey
- Plans - Subdivision
- SWPPP
- Traffic Study

Record#\* -

Type\* -

Document Name\* -

No file chosen

Only PDF files with a max size of 500 Megabytes. \*All fields are now required.