



**Town of Islip**  
**Department of Planning and Development**

Angie M. Carpenter, Supervisor  
Ron Meyer, Commissioner of Planning and Development

## Map Request Form

### 1. Terms & Policies

- **Timetable**—Requests must be submitted **AT LEASU one (1) week in advance for Custom Maps.** You will be contacted upon completion.
- **Payment Policy**—Payment shall be made at the time of the request either by cash or check. A receipt will be issued for all transactions. Checks must be made payable to the Town of Islip. A \$15.00 fee will be charged for any returned checks.
- **Refund Policy**—Refunds for requested custom maps are only possible if the refund is requested within 2 business days after application has been filed.
- **Revision Policy**—One revision of a custom map (**11x17 and under**) is included in map pricing. Any subsequent revision requests to custom maps will be subject to a 25% fee of original map price. Large format map revisions are subject to a 25% fee of original map price for any revision.
- **Zoning Maps**—To obtain predesigned, standard maps containing parcel and zoning data for large areas of the town, please fill out a copy of the Zoning Map Request Form, as well as, a Freedom of Information Application and submit both forms to the Town Clerk's Office. This data is available in large format poster size documents only, the Town no longer provides ledger size bound sets. These documents may be subject to additional fees paid to the County of Suffolk.
- **Electronic Delivery**—Applicants requesting electronic delivery for custom maps will be charged for one paper copy at the custom map price. A pdf of the map will be created and password secured to be sent to the applicant via e-mail.
- **Freedom Of Information Law (FOIL) Policy**—Any map that is either a photocopy of an original, a zoning map, a map that can be reproduced using the Town GIS viewers is subject to the FOIL process. Applicant must fill out this application, as well as, a Freedom of Information Application and submit both forms to the Town Clerk's Office. Any such maps are subject to FOIL rates.
- **Delivery Policy**—Maps are available for pick-up or electronic delivery only. Hard copies of maps will no longer be mailed to applicant via postal service. Effective August 13, 2012.



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*Office Use Only*

Map No. 20 \_\_\_\_\_ - \_\_\_\_\_

Receipt No. \_\_\_\_\_

Associated with a FOIL Application  Y  N

# Map Request Form

## 2. Applicant Information

\_\_\_\_\_  
Name Phone Number E-Mail Address

## 3. Subject Area Information

Address: \_\_\_\_\_ Tax Map Number(s): \_\_\_\_\_

Description of Subject Area: \_\_\_\_\_

## 4. Map Information

\*\*Please note 2012 aerials only available along the coast line\*\*

### Map Size (Check one):

	8.5 x 11	8.5 x 14	11 x 17	18 x 24	22 x 34	34 x 44
Portrait						
Landscape						

### Delivery Method (Check one):

Pick-up  
 Electronic Delivery

Number of Copies: \_\_\_\_\_

### Data to be Included (check all relevant data—no more than one aerial per map):

- |   |   |
|---|---|
| <input type="checkbox"/> Hamlets  | <input type="checkbox"/> Parcel Lines   |
| <input type="checkbox"/> Legislative Districts  | <input type="checkbox"/> Zoning Data  |
| <input type="checkbox"/> Flood Zones ( <input type="checkbox"/> 1998 <input type="checkbox"/> 2009)                                   | <input type="checkbox"/> Street Labels  |
| <input type="checkbox"/> School Districts   | <input type="checkbox"/> Wetlands ( <input type="checkbox"/> Freshwater <input type="checkbox"/> Tidal) |
| <input type="checkbox"/> Radius ( <input type="checkbox"/> 200' <input type="checkbox"/> 500' <input type="checkbox"/> Other: _____ ) | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Aerial Imagery   |   |

- Available Aerials (Please circle desired year):

1938; 1947; 1961; 1969; 1972; 1976; 1980;

1984; 1999; 2001; 2004; 2007; 2009; 2010;

2011; 2012; 2013

Features to be Labeled: \_\_\_\_\_

Title of Map: \_\_\_\_\_

Other Instructions: \_\_\_\_\_



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**Map Pricing**

If the requested map is:

- A Street Map the cost is \$10.
- Requested by a student showing proper identification (a student ID), they are eligible for the F.O.I.L. prices for custom maps and do not need to go through Town Clerk for F.O.I.L.

F.O.I.L. Eligibility

- Send Applicant to Town Clerk to fill out F.O.I.L. request form if any of the following applies:
  - The map requested is a photocopy of a paper original
  - A file containing the map requested exists on the Town Network
  - The map requested is a Zoning Map
  - The map requested can be reproduced using the Town GIS viewers (ArcIMS/Geocortex viewers)

**\*\* IF NONE OF THE ABOVE APPLIES REFER TO CUSTOM MAP PRICING FOR MAP RATES\*\***

<b>Printed in Black and White</b>			
Map Size	F.O.I.L. Rate	Custom Map	
<input type="checkbox"/> 8.5" x 11"	The cost is 25¢	The cost is \$50	
<input type="checkbox"/> 8.5" x 14"	The cost is 25¢	The cost is \$50	
<input type="checkbox"/> 11" x 17"	The cost is 50¢	The cost is \$50	
<input type="checkbox"/> 18" x 24"	The cost is \$5	The Cost is \$75	
<input type="checkbox"/> 22" x 34"	The cost is \$5	The cost is \$75	
<input type="checkbox"/> 34" x 44"	The cost is \$5	The cost is \$75	

<b>Printed in Color</b>			
Map Size	F.O.I.L. Rate	Custom Map	
<input type="checkbox"/> 8.5" x 11"	The cost is 25¢	The cost is \$75	
<input type="checkbox"/> 8.5" x 14"	The cost is 25¢	The cost is \$75	
<input type="checkbox"/> 11" x 17"	The cost is \$5	The cost is \$75	
<input type="checkbox"/> 18" x 24"	The cost is \$10	The cost is \$75	
<input type="checkbox"/> 22" x 34"	The cost is \$20	The cost is \$100	
<input type="checkbox"/> 34" x 44"	The cost is \$20	The cost is \$100	

**Notes:**

*The above prices are per page.  
Subsequent copies of Custom Map documents will be charged at F.O.I.L. rates.*

Map Price: \_\_\_\_\_  
 Price of Copies: \_\_\_\_\_  
**Total Cost:** \_\_\_\_\_

Method:  Cash  
 Check: \_\_\_\_\_

Signature of Dept. Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**By signing below the party requesting the map indicates that they have read the total of the map request form and agree to abide by its stipulations, including payment of fee.**

Signature of Requester: \_\_\_\_\_

Date: \_\_\_\_\_