



Zoning Board of Appeals
Town of Islip
40 Nassau Avenue, Suite 1
Islip, NY 11751
(631) 224-5489

DOCUMENTS AND FORMS REQUIRED FOR USE VARIANCE APPLICATION

ZBA Application (Adjoining property owners' names and addresses are on file with the Town Assessor's Office at 40 Nassau Avenue, Islip)

Copy of the Tax Map On file at the Assessor's Office: 40 Nassau Avenue, Islip

Original Survey (required for residential) not older than two (2) years with eight (8) photocopies to scale. All photocopies of surveys provided must indicate the feature(s) of the application by clearly labeling and outlining the structures to be considered. Please draw all proposed structures to scale and in the correct location.

Site Plan (only required for business, commercial and industrial properties). Not older than two (2) years with eight (8) photocopies to scale. All photocopies of site plans provided must indicate the feature(s) of the application by clearly labeling and outlining the structures to be considered. Please draw all proposed structures to scale and in the correct location

Certificate of Occupancy or Compliance (on file at Records Department within the Building Division at 1 Manitton Court, Islip)

Disclosure Affidavit If property is jointly owned, must be signed by all title owners and each signature notarized. If property is under contract of sale this form must be submitted by the Owner and the Contract Vendee. If 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) and all beneficiaries. If property owned by a corporation, affidavit must be signed by a corporate officer.

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 Additionally, if the applicant is a contract vendee or tenant, we need a contract or lease to the subject property

Building Permit Application - Zoning Denial needs to be countersigned by a Zoning Inspector and the applicant or representative before an application can be filed in the Zoning Board of Appeals (Call 224-5438 - by appointment only)

Radius Map

- a. Must be clearly and legibly drawn and to a size large enough to be readable (blurred lettering or numbers will not be accepted) The subject premises must be clearly delineated
- b. Six copies prepared by an architect, professional engineer or surveyor licensed by the State of New York, showing by courses and distance of the subject property all of the properties within **500** ft. of any line of the subject property showing to scale all structures within the area indicating the use of each and showing the zoning of all the area depicted.
- c. Shall contain the last name of the owners(s) of record on all plots within a **500** ft. radius.
- d. In **NO CASE** will "ditto" marks be accepted.
- e. Shall contain dimensions, etc. subject plot.
- f. **NORTH ARROW SHALL BE PERPENDICULAR** to the top of the page in all radius maps and plot plans.

g. All maps must contain the name and address of individual preparing subject maps.

Filing Fee \$ 1,000 (Cash or Check) Checks are payable to the "Town of Islip"

THE BOARD OF APPEALS WILL NOT ACCEPT AN APPLICATION FOR FILING UNLESS THE APPLICATION IS COMPLETE

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 3/18/11)

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 this _____ day of _____, 20 _____

Notary Public

Sample Corporate Resolution

**RESOLUTION
of
XYZ CORPORATION**

A meeting of the officers and directors of the corporation was held on (date). The meeting was duly called to order by the president who stated the object of the meeting. The following officers of the corporation were present

President (Name)
Vice President (Name)
Secretary Treasurer (Name)

The foregoing being the sole officers and directors of the corporation.

On motion, duly made, seconded and unanimously carried, the following resolution was adopted:

That (name), (officer), is authorized to sign such documents as may be required on behalf of the corporation, and make such zoning applications as may be required to the Town of Islip Zoning Board of Appeals and Department of Planning and Development and any other agency or Board In the course of Business of the corporation.

Dated: (City, State)
(Date)

(Name) (Officer)

The undersigned (officer) of the corporation hereby certifies the above Resolution:

(Name) (Officer)

Corporate Seal

Sworn to me this
____ day of , 20____

Notary Public