



Town of Islip
Department of Planning and Development
Floodplain Development Permit Application

OFFICE USE

Application # _____

Receipt # _____

Section 1: General Provisions (Applicant to read and sign)

1. Floodplain Development Permit is required if any portion of the property to be developed is located within the FEMA designated (FIRM) floodplain and must comply with FEMA regulations for development.
2. No work may start until building or site work only, and floodplain permits are issued.
3. The permit may be revoked if any false statements are made herein.
4. Development shall not be used or occupied until a Certificate of Occupancy and Floodplain Certificate of Compliance are issued.
5. The permit is considered valid and will be active concurrently with the time period established for issued building and site work only permits for the subject property/application.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. Applicant hereby gives consent to the Town of Islip Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.



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Section 2: Proposed Development

A. Owner Information

E-mail Address: _____

Business Name (Contact Name) / Homeowner

Street No. _____ Street Name _____

City/Town _____ State/Zip _____

Telephone Number _____

Signature _____ Date _____

B. Applicant (if different than Owner, i.e. Tenant) / Contractor Information (if known)

E-mail Address: _____

Business Name (Contact Name) / Owner

Street No. _____ Street Name _____

City/Town _____ State/Zip _____

Telephone Number _____

Signature _____ Date _____

C. Design Professional Information

E-mail Address: _____

Business Name (Contact Name) / Owner

Street No. _____ Street Name _____

City/Town _____ State/Zip _____

Telephone Number _____

Signature _____ Date _____



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D. Site Information

- Tax Map No. 0500 _____
- Location of Property
 - N/S/E/W Side of _____
- Address _____
- _____ Feet N/S/E/W of _____

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number, legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well-known landmark. A map attached to this application, and a sketch showing the project layout is required.

E. Description of Work

Site Plan#: _____ Permit#: _____

Description of Work: _____

I. Structure

ACTIVITY

- New Structure
- Addition
- Alteration
- Relocation
- Demolition
- Replacement (Re-construction)

STRUCTURE TYPE

- Residential
- Non-residential (Floodproofing? Yes)
- Mixed Use (Residential & Commercial)
- Commercial
- Demolition
- Manufactured (Mobile) Home
- Replacement (In Manufactured Home Park?)

Estimated Cost of Project \$ _____ Yes No

II. Other Development Activities

- Fill Mining Drilling Grading
- Excavation (Except for Structural Development Checked Above)
- Drainage Improvements (Including Culvert Work), Stormwater Control Structures or Ponds
- Road or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please Specify): _____



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Additional Information Required (To Be Completed by DEPARTMENT OF PLANNING & DEVELOPMENT)	REQUIRED	NOT REQUIRED	SUBMITTED BY APPLICANT
A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.			
Development plans and specifications, drawn to scale, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used, details of floodproofing of utilities, details of enclosures, and openings in foundation for entry and exit of flood waters.			
Elevation Certificate			
Property Survey—No older than 2 years			
Foundation Survey Certificate—As Built			
Subdivision or other development plans (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is less, the applicant must provide 100-year flood elevations if they are not otherwise available).			
Plans showing the watercourse location, proposed relocations, and floodway location.			
Topographic information showing existing and proposed grades, and location of all proposed fill.			
Top of new fill elevation _____ Ft. <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 (MSL)			
Professional Engineer (PE) Certification of Soil Compaction			
Floodproofing protection level (non-residential only) _____ FT <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 (MSL)			
For floodproofed structures, applicant must attach certification from registered engineer or architect.			
Federal/State permits or approvals			
Fees Paid			
Other: _____ _____ _____			



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Section 3: Floodplain Determination
(TO BE COMPLETED BY PLANNING DIVISION)

The proposed development is located on FIRM Panel No. _____, Suffix _____

Dated _____

The Proposed Development is:

- NOT located in a Special Flood Hazard Area (SFHA)
- Reasonably safe from flooding. Entire property is in Zone B, C, or X
- Adjacent to a flood prone area
- Located in a SFHA, FIRM zone designation is: _____
 100-Year flood elevation at the site is: _____ Ft. NGVD 1929 NAVD 1988 (MSL)
- Unavailable
- See the Additional Information Checklist for additional instructions for development that is or may be in a flood prone area
- Located in a floodway. FIRM Panel No. _____ Dated _____

 Signature Date

Section 4: Permit Determination
(TO BE COMPLETED BY PLANNING DIVISION)

I have determined that the proposed activity

- A. Is
- B. Is not

in conformance with provisions of local law ARTICLE XL of the Town of Islip Code (Flood Damage Prevention). This permit is hereby issued subject to the conditions attached to and made part of this permit.

 Signature Date

If BOX A is checked, the Planning Division may issue a Floodplain Development Permit. Construction may not commence until a building or Site Work Only permits are issued.

If BOX B is checked, the Planning Division will provide a written summary of deficiencies. Applicant may revise and resubmit a Building or Site Work Only application to the Local Administrator or may request a hearing from the Floodplain Board of Appeals.



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Section 5: Appeals Board
(TO BE COMPLETED BY PLANNING DIVISION)

****APPLICANT MUST SUBMIT THEIR ZONING BOARD OF APPEALS DECISION TO THE DEPARTMENT OF PLANNING AND DEVELOPMENT****

Determination appealed to the Floodplain Board of Appeals? Yes No

Hearing Date: _____

Floodplain Board of Appeals Decision: Granted Denied

Conditions: _____

Section 6: As-Built Elevations
(TO BE SUBMITTED BY APPLICANT PRIOR TO ISSUANCE OF CERTIFICATE OF COMPLIANCE)

The following information must be provided for project structures. This documentation must be provided by a registered professional engineer, licensed land surveyor, or licensed architect

Completed 1 or 2 below:

1. Actual (As-Built) Elevation of the top of the lowest structural member of the lowest floor, including basement (in Coastal High Hazard Areas, bottom of lowest structural member of the lowest floor, excluding piling and columns) is: _____ FT. NGVD 1929 NAVD1988(MSL).

Attach Elevation Certificate FEMA Form 81-31

2. Actual (As-Built) Elevation of floodproofing protection is: _____ FT. NGVD 1929
 NAVD 1988 (MSL).

Attach Floodproofing Certificate FEMA Form 81-65

Section 7: Inspections

The **BUILDING/ENGINEERING DIVISION** – Building and Engineering inspection signoffs are documented in the PermitNet record for the applicable Building Permit or Site Work Only Permit.



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Section 8: Certificate of Compliance

Once it is determined that construction complies with all applicable laws, all paperwork is completed and all approvals received from other municipal agencies, a Certificate of Compliance will be issued for Floodplain Compliance. The Certificate of Compliance can be found on the Town of Islip Property Card.