

## TOWN OF ISLIP PLANNING & DEVELOPMENT OPERATIONS

Revised June 3, 2020

The Planning & Development Divisions, while closed to the public during the COVID-19 virus, are continuing to operate ensuring that applications are processed and constituent inquiries are answered in a timely manner. The offices are staffed at 50% in order to comply with Governor Cuomo's mandate for social distancing for essential services, and the balance of our staff is working from home to ensure the public continues to be served. For phone numbers, forms and applications, please go to our website at [www.islipny.gov](http://www.islipny.gov) and visit the individual department webpages.

While our process has changed slightly, Planning, Engineering, Building and the Zoning Board of Appeals Divisions are committed to processing your applications as quickly and efficiently as possible. A cursory review is still required to minimize unnecessary delays in the processing of incomplete applications.

Due to changing circumstances surrounding the COVID-19 virus, the following procedures are subject to change without notice.

### INSPECTIONS

Building, plumbing and engineering inspections will continue for any construction permitted under the Governor's essential construction executive order. The Town shall issue a stop work order for any project that fails to meet the State's guidelines. Interior building and plumbing inspections for occupied structures will be handled on a case-by-case basis to ensure the safety of our inspectors and the public.

### BUILDING DIVISION SUBMITTALS

1. Electronic Submissions:
  - a. Applicants should email a copy of their completed permit application to [BuildingPermits@islipny.gov](mailto:BuildingPermits@islipny.gov). The applicant will be emailed a Record Number along with instructions on how to upload their documents to the Permits Department, typically within one business day.
  - b. Once the documents are uploaded, the application will be given a cursory review for completeness, typically within two business days.
  - c. If the application meets the minimum requirements, the Permits Department will respond to the applicant and advise them of the next steps.
2. Submissions via mail – Applications, packaged in cardboard or paper (not plastic) can be mailed to the Town of Islip Building Division, Attn: Permits Department at One Manitton Court, Islip, NY 11751. A cursory review of the application will be performed, typically within 2-3 days of receipt; incomplete applications will be returned to the applicant.
3. Hard copy submissions – Applications, packaged in cardboard or paper (not plastic) can be brought to One Manitton Court, Islip between the hours of 8:00 am – 3:45 pm.
  - a. Submissions should be placed in the drop box located outside the front door.
  - b. Once the submission is placed in the drop box, the applicant should call the Permits Department 631-224-5466 to inform the staff that a submission was dropped off.
  - c. A cursory review of the application will take place within one business day. (Please Note: Due to our staffing levels under the Governor's Executive Order and the volume of applications coming in, the cursory review will no longer take place while the applicant waits.)
  - d. The Permits Department will call the applicant to let them know if their application was accepted, or if there are any deficiencies that need to be resolved before they can accept the application for processing.

## ENGINEERING DIVISION SUBMITTALS

1. Hard copy submissions – Applications, resubmissions and paperwork can be brought to the lobby of Town Hall, 655 Main Street, Islip between the hours of 8:30 am – 4:15 pm. Applications should be packaged in cardboard or paper (not plastic).
  - a. When an applicant arrives at Town Hall, they should call Engineering at 631-224-5360 and let them know they are dropping off an application or resubmittal. Engineering will inform the Park Ranger who will grant the applicant access to the lobby to drop off the materials.
  - b. Applicants will be asked to wait outside or in their vehicle while Engineering performs a cursory review (typically 30 minutes).
  - c. If the submittal meets the minimum requirements, Engineering will call the applicant to let them know they can leave and the application will be processed.
  - d. If the submittal does not meet the minimum requirements, Engineering will call the applicant to advise them of the deficiencies and ask them to retrieve the package from the lobby.
2. Electronic Submissions - The Engineering Division is developing a process to accept electronic submissions, and will post instructions on the Engineering page of the Town of Islip website in the near future.

## PLANNING DIVISION SUBMITTALS

1. Electronic submissions:
  - a. Applicants should email a copy of their completed permit application to [PlanningApplication@islipny.gov](mailto:PlanningApplication@islipny.gov). The applicant will be emailed a Record Number along with instructions on how to upload their documents to the Planning Division, typically within one business day.
  - b. Once the documents are uploaded, the application will be given a cursory review for completeness, typically within two business days.
  - c. If the application meets the minimum requirements, the Planning Division will email the applicant to advise them of the next steps, including if hardcopies will be required for certain documents.
2. Hard copy submissions – Applications, resubmissions and paperwork can be brought to the lobby of Town Hall, 655 Main Street, Islip between the hours of 8:30 am – 4:45 pm. Applications should be packaged in cardboard or paper (not plastic).
  - a. When an applicant arrives at Town Hall, they should call the Planning Division at 631-224-5450 to inform them they are dropping off an application or resubmittal. Planning will inform the Park Ranger who will grant the applicant access to the lobby to drop off materials.
  - b. A Planning staff member will perform a cursory review within two days, the application will be accepted or the applicant will be asked to pick up the incomplete application. Incomplete applications will not be further reviewed.
3. Submissions via mail – Applications packaged in cardboard or paper (not plastic) can be mailed to the Planning Division at Town Hall, 655 Main St, Islip, NY 11751. A cursory review of the application will be performed, typically within 2-3 days of receipt; incomplete applications will be returned to the applicant.

## ZONING BOARD OF APPEALS SUBMITTALS

1. Hardcopy Submissions – Applications packaged in cardboard or paper (not plastic), can be brought to the lobby of Town Hall at 655 Main Street, Islip between the hours of 8:30 am and 4:30 pm. Please be sure to include the contact information for the applicant including a phone number and email address.

- a. When an applicant arrives at Town Hall, they should call the Zoning Board of Appeals office at 631-224-5489 to inform them they are dropping off an application. ZBA staff will inform a Park Ranger who will grant the applicant access to the lobby to drop off the application.
  - b. ZBA staff will issue a receipt within two days if the submission is complete. A representative from the Zoning Board of Appeals will contact you if additional information is required to process the application.
2. Submissions via mail – Applications packaged in cardboard or paper (not plastic), can be mailed to the Zoning Board of Appeals at 40 Nassau Avenue, Islip, NY 11751. Please be sure to include the contact information for the applicant including a phone number and email address.
- a. ZBA staff will issue a receipt within two days if the submission is complete. A representative from the Zoning Board of Appeals will contact you if additional information is required to process the application.