



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

655 Main Street • Islip • New York • 11751 • Phone: (631) 224-5360 • Fax: (631) 224-5365

**LAND GRADING PERMIT APPLICATION**

*Office Use Only*

LG 20 \_\_\_\_\_ - \_\_\_\_\_

Total Fee Received \$ \_\_\_\_\_

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

**Project Information**

Address: \_\_\_\_\_ Property Size: \_\_\_\_\_ acres  
 \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 Tax Map No.: \_\_\_\_\_

**Owner Information**

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Street No. Street Name  
 \_\_\_\_\_  
 City/Town State/Zip  
 \_\_\_\_\_  
 Telephone Number Fax Number

**Applicant/Representative Information**

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Street No. Street Name  
 \_\_\_\_\_  
 City/Town State/Zip  
 \_\_\_\_\_  
 Telephone Number Fax Number

**PERMIT APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING:**

- A survey map or scaled drawing:
  - Plans must show all existing and proposed elevations.
  - All areas to be graded greater than 4 inches or 200 square feet must be shown.
  - Indicate the approximate quantity of proposed fill required if greater than 10 cubic yards.
  - The scope of the project may result in the need for a Site Plan or Plot Plan. Please contact the Engineering Division.
- Statement of Agent Authorization if a representative is acting on your behalf.
- Copies of permits required by other government agencies (N.Y.S. Department of Environmental Conservation).
- Application fee (see Fee Schedule on <https://islipny.gov/departments/planning-and-development>)
- Certificate of Occupancy or statement of use of existing structures on the subject property.
- Disclosure of any property covenants, deed restrictions, or special permit conditions which would affect or prohibit the development and or grading of the property.
- A completed Short Environmental Assessment Form (SEAF) (pages 2-5 of this application)

*Note: The omission of any of the required information listed above, or any additional information as requested by the Commissioner of the Department of Planning and Development, shall be considered grounds for rejection of the application. If approved, permit will expire three (3) months from the date of issuance.*

**Project Checklist**

Amount of property to be graded: \_\_\_\_\_ Quantity of imported materials: \_\_\_\_\_  
 Existing use of property: \_\_\_\_\_ Origination of imported materials: \_\_\_\_\_  
 Proposed use of property: \_\_\_\_\_ Is the property located within a flood zone?: \_\_\_\_\_  
 Reason/Purpose for land grading: \_\_\_\_\_ - If so, state the flood zone and BFE: \_\_\_\_\_  
 \_\_\_\_\_

*The information stated in this application and on supporting documentation is accurate and true. Any changes to this information must be made in writing.*

**Signature of Property Owner:** \_\_\_\_\_

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

**By submitting this application to the Town of Islip for the requested purpose, you, as the applicant, acknowledge and agree that a modification or addition may be made to the Certificate of Occupancy/Compliance.**

*Office Use Only*

**Engineering Comments/Instructions:**

Minimum of three (3) photos taken

Engineering Inspector

Initials: \_\_\_\_\_

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

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>	<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	<b>NO</b>	<b>YES</b>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	<b>NO</b>	<b>YES</b>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	<b>NO</b>	<b>YES</b>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: _____ Date: _____ Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)