



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
 DIVISION OF ENGINEERING AND CONTRACT
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Engineering Inquiry Form

Our call volumes are very high throughout the day. In order to help us respond to you in the most efficient way possible, please fill out this form in its entirety and email it to engineering@islipny.gov. Your inquiry will be routed to the appropriate staff member for review, and you will receive a response via phone or email, typically within one business day.

Subject Property: _____ Application #: _____
(ADDRESS) (IF APPLICABLE*)

Full Name: _____ Company Name/Affiliation: _____
(IF APPLICABLE)

Email: _____ Phone: (____) _____ - _____
(REQUIRED)

Tax Map Number: 0500- _ _ _ - _ _ _ - _ _ _ - _ _ _
 (Required - If you don't know the tax map number, you can find it on the Zoning Map. Visit our website at islipny.gov/departments/planning-and-development and click [View Town of Islip Zoning Map](#).

Description of Inquiry (see below for guidance; please be as specific as possible): _____

INQUIRY TYPES:

Our website has many tools which may provide you with the answers you are looking for; document names and links to our website are provided below. If you can't find the information you need, please email this completed form to engineering@islipny.gov.

1. Review Letters Sent by Engineering Site Plan Reviewers:

If you have questions about comments you received on a review letter from staff, please email this completed form to us and be sure to identify which specific comment(s) you are inquiring about along with your question or comments relating to those items. Please attach a copy of the comment letter with your inquiry.

2. Inspections:

- a. Engineering site inspections are required throughout the permitting process. For general guidelines on the inspection process, see the [Inspection Process – Engineering](#) handout on our website.
- b. If you would like to schedule a site inspection for an issued permit, please be sure to indicate the type of inspection you are requesting. An Engineering representative will call with our next available opening. You can also call us at 631-224-5360 to schedule the inspection – be sure to have the application number handy when you call.

- c. If you have a question about an inspection report you received, please include your question above or call 631-224-5360 between the hours of 8:00am - 8:30am and 3:30pm – 4:00pm Monday through Friday to speak to the inspector (hours may vary based on their inspection schedules).

3. **Engineering Applications:**

Engineering applications and requirements can be found on our website, including:

- [Site Plan & Site Plan Modification Application](#)
- [Minor Subdivision Application](#) – Subdivisions of land involving the creation of up to 5 lots on an existing street.
- [Major Subdivision Application](#) – Subdivisions of land involving the creation of a road and/or more than 5 lots.
- [De-watering Permit Application](#) – Required when it is not possible to contain pumped water on site during construction activities (i.e. foundation excavation in shallow groundwater areas, swimming pool installations/liner changes, etc.), or to register residential sump pumps having permanent discharges into the street or Town of Islip drainage systems.
- [Site Work Only Permit Application and Requirements](#) – These permits are now processed through the Engineering Division, not the Building Division.
- [Land Grading Permit Application](#)

4. **Elevation & Grading Review for New Dwellings:**

All new dwellings and additions/alterations that fall under the criteria for a new dwelling under NYS or Town of Islip Code require plot plan approval. Please see the [Plot Plan Minimum Requirements Checklist](#) for details on preparing a plot plan.

5. **Modification of Planning Board Conditions – Engineering:**

See the [Modification of Planning Board Conditions - Engineering Application](#) form for information about this application type and directions on filing this application.

6. **Subdivision and Land Development Regulations:**

[The Subdivision and Land Development Regulations](#) contains helpful information regarding the Subdivision, Site Plan and Land Clearing process including design submission and improvement standards.

7. **Zoning Information:**

- a. If you would like to see the zoning of a specific parcel or area in the Town of Islip, please view the Town of Islip Zoning Map on our [website](#) (click View How to Navigate the Zoning Viewer for directions on using the zoning map).
- b. To see what type of uses and improvements are allowed in a specific zone, please see the [Town Code](#).

8. **Other:**

Additional information is available on our website such as:

- [Electronic Submittal Process – Engineering Division](#)
- [Fee Schedule for the Engineering Division](#)
- [Generator Guidelines - Commercial Installations](#)
- [Land Dedication Checklist](#)
- [Retaining Wall Requirements](#)
- [Road Dedication Checklist](#)
- [Road Opening Application](#)
- [Easement Checklist](#)

If the nature of your inquiry isn't referenced above, please complete this form and email it to engineering@islipny.gov, or call our office at 631-224-5360 to speak to a staff member.

The hours of operation for the different Engineering sections are listed on our webpage at <https://islipny.gov/departments/planning-and-development/engineering-division>.