



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

DOCUMENTS AND FORMS REQUIRED FOR MINOR SUBDIVISION APPLICATION

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

Recorded Photocopy of Deed Additionally, if the applicant is a contract vendee, we need a contract or lease to the subject property

Original Survey (required for residential) not older than **two (2) years** with eight (8) photocopies to scale.

Site Plan (only required for business, commercial and industrial properties) not older than **two (2) years** with eight (8) photocopies to scale

Filing Fee Residential -\$250, Business- \$500 (Cash or Check) If check, make payable to the "Town of Islip"

Disclosure Affidavit 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 we need a corporate resolution authorizing the corporate officer to sign documents on behalf of the corporation

Planning Department Determination We will not accept a Subdivision application without the Planning Department determination)

Tax Map (on file at the Assessor's Office at 40 Nassau Avenue, Islip, NY)

Certificate of Occupancy or Compliance (on file at Records Dept.)

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.

Chain of Title (not more than 60 days old) submitted with radius maps from a title insurance company or abstract company authorized in the State of New York. The subject property and all adjoining properties must be run back to **July 22, 1952.**

Every chain of title submitted to the Zoning Board of Appeals must meet the following criteria prior to being taken in at the counter:

1 - The chain of title must be certified to the Town of Islip;

2 - Every chain of title which is provided by an abstract company must also set forth the title insurance company for which it underwrites or include an agency authorization letter from the title insurance company. For example: "ABC Abstract as policy writing agent for First American Title Insurance Company";

3 - The chain must list the subject property/properties and all of the adjoining properties dating from July 22, 1952;

4 - At the end of each chain of title the words "Last Deed of Record" must appear. The number of last deeds of record should match up with the number of deeds discussed in the chain;

5 - The bottom of every page of the chain must be (a) signed by the person who certified the search; (b) that signature must be notarized; (c) the notarization must have the notary stamp, the notary's number, the notary's signature, the date the commission expires and the county and state in which the notary is commissioned. A "jurat" which are the words "sworn to before me this _ day of " must appear before the notary's stamp and signature;

6 - We cannot accept any chain of title older than 60 (sixty) days;

7 - If the chain refers to parcels as "A", "B", "C" ... or by any other reference, the chain must also detail how it identifies each parcel. This identification must be set forth in the chain;

Notification Procedures stamped addressed envelopes of surrounding owners within 200 feet of subject parcel

Proposed house plan showing the house size, design, location and elevation. Such plan need not have an architect's seal, but must be drawn to scale, and is to be of draftsman type on blueprint or film, the size and design of which is to be approved by Board staff before the application is to be accepted.

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 is 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.



TOWN OF ISLIP ZONING BOARD OF APPEALS

APPLICATION TO APPEAR BEFORE THE BOARD OF APPEALS

**A PERMIT MUST BE OBTAINED BEFORE
BEGINNING WORK**

OFFICE USE ONLY

Application Information

TYPE OF APPLICATION:

- Variance or Special Exception

- Appeal of the Building Inspectors Denial or Directive from other Town Agency

B/A #: _____
 T.M. #: _____
 Filed: _____ Receipt #: _____
 Public Hearing Date: _____
 S.C. Notified: _____ F.I. Nat Sea: _____
 Zoning District: _____
 Granted: _____
 Expires: _____
 Denied: _____
 Dec. filed with Town Clerk: _____
 Secretary: _____

Owner(s) Information

Applicant/Representative Information

Name

Street No. Street Name

City/Town State/Zip

Telephone Number Email

Name

Street No. Street Name

City/Town State/Zip

Telephone Number Email

REQUEST BEING SOUGHT:

Surrounding Property Owner Information

ADDRESS OF OWNER DIRECTLY:

North: _____

East: _____

South: _____

West: _____

Sworn to me before this

_____ day of _____, 20_____

Notary Public

Owner Signature Date

Additional Owner/Applicant Signature Date

Home Telephone Number Business Telephone Number

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/we, _____ 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