



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

DOCUMENTS AND FORMS REQUIRED FOR VARIANCE APPLICATION

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

Copy of the Tax Map (only required for business, commercial and industrial properties). On file at the Assessor's Office: 40 Nassau Avenue, Islip

Original Survey (required for residential) not older than two (2) years with eight (8) photocopies to scale. All photocopies of surveys provided must indicate the feature(s) of the application by clearly labeling and outlining the structures to be considered. Please draw all proposed structures to scale and in the correct location.

Site Plan (only required for business, commercial and industrial properties). Not older than two (2) years with eight (8) photocopies to scale. All photocopies of site plans provided must indicate the feature(s) of the application by clearly labeling and outlining the structures to be considered. Please draw all proposed structures to scale and in the correct location

Certificate of Occupancy or Compliance (on file at Records Department within the Building Division at 1 Manitton Court, 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, a corporate resolution authorizing the corporate officer to sign documents on behalf of the corporation is required

Zoning Denial & Variance Request Required to be countersigned by a Zoning Inspector and the applicant or representative before an application can be filed in the Zoning Board of Appeals (Call Zoning Site Review 631-224-5438 - by appointment only)

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

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

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 was 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 (Revised 3/18/11)



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, _____ 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