



**BOARD OF APPEALS  
VILLAGE OF ISLANDIA**  
1100 Old Nichols Road  
Islandia, New York 11749

All applications to the Board of Appeals must be submitted with the following documents listed below (indicated by numbers to the right of the category). Any application not filed in properly or submitted without the necessary papers will not be processed until completed. Adjoining neighbors must be filled in –information available at the Village Hall.

- Minor Subdivision 1-6, 9, 15, 17
  - Nonconforming Use 1-7, 9, 15, 17
  - Signs 1-6, 10, 11, 12, 15
  - Variance 1-6, 15,  
(If single & separate ownership claimed #9 required)
- Two-Family Only 1-6, 13, 14, 15  
(Owner must be applicant)  
Renewal 1, 2, 4-5  
Use Variance or Special Exception 1-6, 9, 15, 17
1. Board of Appeals Application
  2. Copy of Deed (if owner is applicant) otherwise contract or lease to the property for which applicant is made.
  3. \_\_\_\_\_Copies of survey (Site Plan for Commercial) (showing proposed construction, if any)  
Survey of the property not more than three years old together with certification of applicant that the survey truly represents the property as it appears at the present time. If any changes, a new survey will be required showing all structures on the property in their present location.
  4. \_\_\_\_\_Filing Fee (if check, make payable to the Village of Islandia)
  5. Disclosure Affidavit (is subject property is under contract of sale, disclosure affidavit from owner & contract vendee)
  6. Building(Zoning) Permit Applications, after denial by the Building Department
  7. Three (3) affidavits from disinterested parties attesting to the stated existence of use, prior to (date would vary according to use category). It is required that at least one disinterested witness attend the Public Hearing or all may be required
  8. Title examination (certification) covering the subject property and all adjoining properties. (The purpose of said report is to establish clearly the fact that the property was and is in single and separate ownership from a time when it met the requirement-usually July 22, 1952)
  9. 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).
    - B. Six (6) copies prepared by an architect, professional engineer or surveyor licensed by the State of New York, showing by courses and distances of the property which is the subject of the application and all of the properties within 200' of any line of the property which is the subject of the application and showing, to scale, all structures within the area indicating the use of each and showing the zoning of all the areas depicted.
    - C. Shall contain the last name of the owner of record on all plots within 100' radius.
    - D. IN NO CASE will "ditto" marks be accepted.
    - E. Shall contain the dimensions, etc. of subject plot.
    - F. NORTH ARROW SHALL BE PERPENDICULAR to the top of the page in all radius maps and plot plans. This is a 90° as indicated below:  

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W \_\_\_\_\_ E  
  
S
    - G. All maps must contain the name and address of individual preparing subject maps.
  10. Six (6) sketches of the proposed sign, showing construction and dimensions.
  11. Letter of consent from owner.
  12. List of reasons in support of the application
  13. Birth Certificates and Doctor's Certificates
  14. IF APPLICATION IS GRANTED, a Declaration of Covenants and Restrictions must be filed with the Suffolk County Clerk.
  15. Copy of Certificate of Occupancy or Compliance, if issued (Request copy from Village Office 5 days before filing Board of Appeals application).
  16. Environment Quality Review Recommendation from Village advisor.
  17. Chain of Title  
Submitted with the above radius maps on all applications, except those listed below\*, will be a chain of title from a title insurance company or abstract company listed by the State of New York listing the subject property and all adjoining properties for at least 20 years last past.

Any other documents that you may feel necessary to substantiate your claim should be submitted to the Board and/or the Board may require additional information at the time of the Hearing.

\*fences, two family, family use only, applications for extensions along existing house lines, renewals, signs, home businesses, rebuilding nonconforming uses along same foundation lines.

If application is DENIED, new application cannot be accepted unless there is substantial change in such application, or if granted permission 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.