



**INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR
MODIFICATION OF LAND USAGE AND SUBDIVISION**

**RETURN TO:
VILLAGE OF ISLANDIA
1100 OLD NICHOLS ROAD, ISLANDIA, NY 11749
(631) 348-1133**

**AN APPLICATION IS NOT COMPLETE UNTIL THE FOLLOWING INFORMATION HAS BEEN
PROVIDED:**

- 1. APPLICATION FORM** – completed, signed and notarized.
- 2. FEE** – (see current fee schedule) Only cash, certified check, money order, or an attorney's escrow account check, payable to the Village of Islandia will be accepted.
- 3. COPY OF DEED, COPY OF CONTRACT, OR COPY OF LEASE OR SUBLEASE** – Applicant must be the owner of the property or in contact to purchase the property. A lease for a term of less than ten (10) years is not acceptable. In the event the applicant is the lessee on a lease of more than ten (10) years, the Board may provide that the permit expire and no longer have any force or effect at the end of ten (10) years or such other longer stated term of the lease without renewals. Copies of all leases and subleases, along with consents of all owners and sub-lessors, must be submitted with the completed application.
- 3a. DISCLOSURE AFFIDAVIT** – must be completed by all owners, lessees, lessors, and users of property.
- 4. CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE** – for all structures, if any, on property (2 copies). Obtain at the Village Hall.
- 5. LEGAL DESCRIPTION** – certified accurate by a New York State Licensed Land Surveyor (signed and sealed). Include application name, and Suffolk County Tax Map Number (3 copies).
- 6. SURVEY MAP** – certified as accurate by New York State Licensed Land Surveyor. Map shall minimally show bearings and distances, a key map and a total lot area. (5 copies).
- 7. RADIUS MAP AND NOTIFICATION LIST** – indicating properties (with tax map numbers) and certifying ownership within 200 feet of the subject parcel. Notification shall be served per zoning code procedure. A current tax map and ownership information may be obtained at the Village Hall 348-1133. ****FOR PROJECTS 25,000 SQUARE FEET OR MORE, SUFFOLK COUNTY PLANNING REQUIRES A 1,000 FOOT RADIUS MAP AND NOTIFICATION REGARDING SC PLANNING'S HEARINGS ON THE MATTER TO ALL PROPERTY OWNERS WITHIN THE 1,000 FOOT RADIUS.**
- 8. SITE PLAN** – indicating proposed development of the site. (3 copies)
- 9. LONG ENVIRONMENTAL ASSESSMENT FORM*** * Please note the fee for environmental review will be billed separately at the village's cost plus 15%.
- 10. COPY OF TITLE REPORT** – dated within thirty (30) days of the date of the application certifying ownership and all liens and encumbrances of record, including covenants and restrictions of record.

NOTE: * Restaurant and Bar Proposals – Floor Plans, Seating Diagrams and Bar Area Layout are required. (3 copies of each).

Applicant is responsible for all Village engineering costs related to their project.

ADDITIONAL INFORMATION MAY BE REQUIRED BY THE BOARD OF TRUSTEES.

**PLEASE CONSULT SECTION 177-122 OF THE VILLAGE ZONING CODE FOR COMPLETE
DETAILS.**

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.