



**INSTRUCTIONS FOR COMPLETING APPLICATION FOR
MODIFICATION OF LAND USAGE & SUBDIVISION**

RETURN TO: VILLAGE OF ISLANDIA

**1100 OLD NICHOLS ROAD, ISLANDIA, NEW YORK 11749
631-348-1133 FAX 631-348-7650**

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

1. **APPLICATION FORM** – Completed, Signed and Notarized- Include Five (5) Sets of Architectural Drawings, if applicable.
2. **FEE** – Only Cash, Certified Check, Money Order or an Attorney's Escrow Account Check payable to the **Village of Islandia** will be accepted. (Per Current Fee Schedule)
3. **COPY OF DEED, COPY OF CONTRACT OR COPY OF LEASE OR SUBLEASE** – Applicant must be the owner of the property or in contract 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)
5. **LEGAL DESCRIPTION** – Certified as 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 Village Hall. ****FOR PROJECTS 25,000 SQ FT OR MORE, SUFFOLK COUNTY PLANNING REQUIRES A 1,000 SQ FT RADIUS MAP AND NOTIFICATION REGARDING SUFFOLK COUNTY PLANNING'S HEARINGS ON THE MATTER TO ALL PROPERTY OWNERS WITHIN THE 1,000 SQ FT RADIUS.**
8. **SITE PLAN** – Indicating proposed development of the site (5 Copies)
9. **LONG FORM ENVIRONMENTAL ASSESSMENT FORM** – The fee for environmental review will be billed separately through Trust & Agency deposit. Applicant is responsible for all Village engineering costs related to the project.
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.
11. **OWNER'S ENDORSEMENT** – Signed and Notarized

NOTE: Restaurant and Bar Proposals – Floor Plans, Seating Diagrams and Bar Area Layout are required (5 Copies)

**PLEASE CONSULT SECTION §177-122 OF THE VILLAGE ZONING CODE FOR COMPLETE DETAILS.
ADDITIONAL INFORMATION MAY BE REQUIRED BY THE VILLAGE BOARD OF TRUSTEES.**

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