



ZONING BOARD OF APPEALS – VILLAGE OF ISLANDIA

1100 Old Nichols Road, Islandia, New York 11749

(631) 348-1133

INSTRUCTION SHEET – PICK UP APPLICATION PACKAGE IN VILLAGE HALL

All applications to the Board of Appeals must be submitted with the documents listed below (Indicated by numbers to the right of the category). Any application not filled in properly or submitted without the necessary documents will not be processed until complete. Adjoining neighbors must be filled in. Information available at the Village Hall.

O Minor Subdivision 1-6, 9, 15, 17

O Two-Family Only 1-6, 13, 14, 15 (Owner must be applicant)

O Nonconforming Use 1-7, 9, 15, 17

O Renewal 1, 2, 4-5

O Signs 1-6, 9, 10, 11, 12, 15

O Use Variance or Special Exception 1-6, 9, 15, 17

O Variance 1-6, 9, 15

Filing Fee _____ Payable to Village of Islandia

1. Board of Appeals Application – Include Four (4) Sets of Architectural Drawings, If applicable.
2. Copy of Deed (If owner is applicant) or contract/lease for property to which application is made.
3. Four (4) Copies of Survey, Site Plan for Commercial, showing proposed construction, if any, survey not more than 3 years old. Include certification of applicant that 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 present location.
4. Short Environmental Assessment Form – Project Information
5. Disclosure Affidavit (If property is under Contract of Sale, Disclosure Affidavit from Owner & Contract Vendee).
6. Copy of Building Permit Application, after denial by the Building Department.
7. Three (3) affidavits from disinterested parties attesting to the prior stated existence of use. 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 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 (blurry copy not accepted)
All maps must contain the name and address of individual preparing map.
 - 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 areas depicted.
 - C. Shall contain the last name of the owner of record on all plots within 100' radius
 - D. Shall contain the dimensions, etc of subject plot. IN NO CASE will ditto marks be accepted
 - E. NORTH ARROW SHALL BE PERPENDICULAR to the top of the page in all radius maps and plot plans. This is a 90° as indicated:

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W _____ E
S
10. Six (6) sketches of the proposed sign showing construction and all 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 & Restrictions must be filed with the Suffolk County Clerk
15. Copy of Certificate of Occupancy/Compliance, if issued. Request copy from Village Office.
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.
(*) Fences, two family, family use only, applications for extensions along existing house lines, renewals, signs, home business, rebuilding nonconforming uses along same foundation lines

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.

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.