SITE PLAN AND SITE PLAN MODIFICATION REVIEW PROCESS

WHEN IS IT NECESSARY TO APPLY FOR SITE PLAN APPROVAL?

The Town of Islip Zoning Ordinance requires all commercial, industrial, institutional, and multi-family planned unit developments obtain site plan approval for conformance with all Town of Islip Zoning Ordinance Standards and Land Development Regulations prior to the issuance of any land clearing or building permit. Additional significant site plan changes (examples: interior building alterations, landscaping, parking, lighting) require site plan approval prior to undertaking such actions.

Site plans are administratively reviewed by planning department staff and approved by the Town Engineer if all standards and regulations are complied with, the proposal ensures an attractive, efficient and appropriate development of land in the community pursuant to the comprehensive plan, and ensures that every reasonable step has been taken to avoid adverse impacts on surrounding properties.

Site plans may be referred to the Town of Islip Planning Board for review and approval if the administration determines the above criteria has not been met. Even if all standards and regulations have been met, staff may refer the matter for Planning Board consideration.

WHEN IS IT NECESSARY TO APPLY FOR SITE PLAN MODIFICATION?

The Town of Islip Planning Board may consider relaxations from the requirements of site plan approval if all land development regulations are not met. Any request for relaxation of the 25 foot buffer zone and relaxations exceeding 25% of the requirements of the land development regulations, require a public hearing.

WHEN IS IT NECESSARY TO APPLY FOR A VARIANCE?

The Town of Islip Zoning Board of Appeals may consider variance from the zoning ordinance if all zoning standards are not met. All requests for variances require a public hearing (prior to a separate application and fee to the Zoning Board of Appeals). A variance a zoning denial is required through the site plan review process.

SITE PLAN AND SITE PLAN MODIFICATION REVIEW PROCESS

PROCEDURE:

1. If necessary, the applicant may first schedule an appointment to meet with the planning department staff to discuss conceptual plans. Guidance can be provided on ordinance, land development regulations, and other town requirements.

2. The applicant shall submit an application to the Department for administrative review of the site plan and/or if necessary, scheduling for a Planning Board hearing for site plan modification and/or Zoning Board of Appeals for variance of zoning standards. At the time of application, a complete set of plans and documents shall be submitted as outlined in the attached. Plans must be received at least four weeks prior to the Planning Board Hearing. The Planning Board generally meets every other Thursday of each month and the Zoning Board of Appeals generally meets every Tuesday of each month.

3. Review comments will be provided to the submitting design professional with a copy to the applicant. Applicants/Owners and other representatives are encouraged to keep in contact with their design professional for status updates.

4. The Planning Department and Planning Board, in reviewing the site plan may require additional measures as deemed necessary for approval. Such amended plans and conditions applicable to the proposed use shall be made part of the official record.

TOWN OF ISLIP, NEW YORK

SITE PLAN AND SITE PLAN MODIFICATION PROCESS

STEP 1

PRE-APPLICATION MEETING WITH PLANNING STAFF.

STEP 2

SUBMIT A COMPLETE APPLICATION TO THE PLANNING DEPARTMENT.

STEP 3

PLANNING DEPARTMENT REVIEWS COMPLETE SITE PLAN APPLICATION FOR COMPLIANCE WITH THE TOWN ZONING CODE AND LAND DEVELOPMENT REGULATIONS. PLAN REVIEW IS COORDINATED WITH OTHER DEPARTMENTS AND INVOLVED AGENCIES AS DEEMED NECESSARY. STAFF CONTACTS APPLICANT WITH QUESTIONS AND/OR COMMENTS.

STEP 4

IF ZONING STANDARDS ARE NOT MET, APPLICANT IS PROVIDED A ZONING DENIAL FOR SEPARATE APPLICATION TO THE ZONING BOARD OF APPEALS TO REQUEST VARIANCE OF ZONING STANDARDS.

IF LAND DEVELOPMENT REGULATIONS ARE NOT MET, PLANNING BOARD CONSIDERATION IS REQUIRED TO REQUEST RELAXATION OF REGULATIONS. A PUBLIC HEARING IS REQUIRED FOR REQUEST TO RELAX REGULATION BY 25% OR MORE.

STEP 5

HEARING HELD BEFORE THE PLANNING BOARD. BOARD AND PUBLIC SUBMIT QUESTIONS, COMMENTS AND CONCERNS, IF ANY.

STEP 6

APPLICANT AND STAFF WORK ON ADDRESSING ALL COMMENTS AND CONCERNS, AND STAFF DRAFTS APPROPRIATE CONDITIONS IF DEEMED NECESSARY.

STEP 7

APPLICATION IS BROUGHT BACK TO THE PLANNING BOARD FOR A DECISION.

STEP 8

SITE PLAN IS REVIEWED FOR COMPLIANCE WITH CONDITIONS (INCLUDING FEES, DEDICATIONS, EASEMENTS, ETC.) AND FORWARDED TO THE TOWN ENGINEER FOR FINAL APPROVAL.

SUBMISSION REQUIREMENTS CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

Application Requirements	MET	*NOT MET	N/A
Application Form—Completed, signed and notarized.			
Letter of Use—Typed narrative describing proposed site, building, and use including but not limited to the type of business, number of employees/seats, hours of operation, and interior/exterior site plan changes.			
Disclosure—Completed, signed and notarized.			
Fees—Check, money order or attorney escrow account check payable to the Town of Islip • Site Plan Review: $700.00 for initial 1 acre plus $100.00 for each additional acre or fraction thereof • Site Plan Modification: $500.00 plus $250 for advertising and $75 for Map & Notification List or review, if a public hearing is required			
One copy of an executed lease, deed, or contract of sale			
One certified copy of the certificate of occupancy or certificate of compliance—May be obtained at the Building Division located at One Manitton Court directly behind Town Hall—(631) 224-5470			
One copy of legal metes and bounds description—certified by a New York State Licensed Land Surveyor (signed and sealed), including Suffolk County Tax Map Number(s). *Should Schedule A of deed accurately describe property, the legal metes and bounds description will not be necessary*			
One copy of a current property survey (less than 1 year) including:			
• Original Surveyor's seal and signature,			
• North arrow and scale,			
• Bearings and Distances,			
• Topographic elevations in NAV 88 Datum,			
• Delineation and description of existing easements,			
• Delineation of land areas within the FEMA floodplain and base flood elevation,			
• Existing building walls, fences, and trees greater than 10" in caliper,			
• Title block denoting the surveyor's name, address and telephone number, date of survey and Suffolk County Tax Map number.			

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

SUBMISSION REQUIREMENTS CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

APPLICATION REQUIREMENTS	MET	*NOT MET	N/A
Five* copies of a site plan acceptable to the Planning Division. Indicate proposed development of the site including site data, description, parking, landscaping, drainage, and lighting etc. Plans must be signed and sealed by a licensed professional engineer, architect or surveyor, showing conformance with the current Code (http://islipny.gov/e-services/town-code/town-code-basic) and Land Development Regulations (islipny.gov) See attached review checklist for specific guidelines. *NOTE: Please submit four (4) additional copies of the site plan if the project is located within 500 feet of a New York State right-of-way or three (3) additional copies if within 500 feet of a Suffolk County road or right-of-way. Total of eight (8) or nine (9) required in these instances .	○	○	○
Two copies of color architectural elevations and cross sections of all sides of the building, specifying color and material	○	○	○
Short Environmental Assessment Form—(SEAF) Complete part 1 only. • Available at http://www.dec.ny.gov/permits/70293.html	○	○	○
Additional Information—As required by staff.	○	○	○

ADDITIONAL APPLICATION REQUIREMENTS REQUIRING A PLANNING BOARD PUBLIC HEARING	MET	*NOT MET	N/A
A 200 Foot Radius Map and Surrounding Property Owner List—A 200 foot radius map and a list of all property owners within the 200 foot radius must be obtained and submitted with the application. If any portion of a condominium property falls within the 200 foot radius, an individual mail notice shall be sent to each unit owner within the condominium property. The applicant may either acquire a radius map and list from the Town of Islip Planning Department, for a fee of $75, or from a licensed surveyor. If the list and map are acquired through a licensed surveyor, the applicant is subject to a $75 review fee. If the applicant owns or has an interest in property contiguous (adjacent) to the subject parcel, the list shall include property owners within 200 feet of the contiguous property.	○	○	○
Eight reduced (11x17) drawing sets.	○	○	○

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

GENERAL	MET	*NOT MET	N/A
Title Block located in lower right hand corner of drawing, denoting:			
• Preparer's name, address and telephone number			
• Applicant name, address and telephone number			
• All Suffolk County Tax Map numbers (for applications with multiple parcels, a request to the Town of Islip Assessor is required for consolidation)			
• Location of property (street and hamlet)			
• Site Plan Application number			
• Site Plan Modification Hearing Date, if applicable			
• Town Board and/or Planning Board Resolution			
• Zoning Board of Appeals Case number, if applicable			
Original licensed preparer's seal and signature			
North Arrow and Scale oriented on the top right side of the page			
Bearings and distances along boundaries of site			
Tie—distance to nearest open and improved street			
Reference to survey			
Delineation and description of existing and proposed easements			
Delineation of land areas within the FEMA Floodplain and Base Flood Elevations			
Existing structures on site including building, wall, fences, etc.			
Existing structures in street fronting the property including utilities			
Existing trees greater than 10" in caliper			
Key Map clearly indicating the subject property			
Date drawing was prepared, date and number of revisions			
Zoning, ownership, and use of adjacent properties			
Name and width of all adjoining right-of-way and pavement widths			
Location of existing and proposed utilities on or serving the site including water, RPZ installations, sanitary, gas, meters, telephone, cable/fios, transformer and points of connection, utility poles and street lights.			

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

GENERAL	MET	*NOT MET	N/A
Symbol legend on design documents			

DESIGN AND DIMENSIONS	MET	*NOT MET	N/A
Site Data Table Including:			
• Zoning of subject property			
• Total lot area—including and delineating steep slopes greater than 15% and underwater lands			
• Total area of each building (proposed and existing)			
• Gross floor area (GFA)			
• Floor area ratio (FAR)			
• Height of building			
• Use(s) of the existing/proposed building(s)			
• Parking requirement calculations for all existing and proposed uses (Refer to Land Development Regulations, Table of Minimum Required Parking Spaces, Appendix E)			
• Landscape requirement area and percentage calculation (20% overall and 10% within the front yard excluding any required buffer zone			
Existing and proposed building dimensions, location of doors, loading bay and height			
Existing and proposed building setbacks from property lines			
Existing and proposed retaining wall and/or fences with setbacks and height			
Existing and proposed parking lot setbacks from property line (minimum 8 feet along street frontages and 5 feet along side and rear properties)			
Handicap accessible building entrance, curb ramps and parking signs in compliance with the NYS Building Code Section 1106.6			
Access to site is provided by a street type entrance curb cut (30 foot wide at the property line, with 20 foot curb radius), a minimum of 10 feet off the side property lines			
All parking areas shall be paved			
All parking areas are bordered by continuous concrete curb			

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

DESIGN AND DIMENSIONS	MET	*NOT MET	N/A
All proposed utilities are underground			
All existing utilities are relocated underground			
Trenching under the road is shown if applicable			

LANDSCAPE AND BUFFER	MET	*NOT MET	N/A
Detailed landscape plan showing:			
• Deciduous trees 20 feet on center along all street frontages or an equal number clustered. Street trees shall be a minimum of 2½ to 3 inch caliper dbh measurement and of appropriate species. Refer to Islip Street tree list attached			
• Deciduous trees are located a minimum of 3 feet behind property line			
• Evergreen hedge for screening parking lots along street frontages, minimum of 3 feet high, 24-30” on center on time of planting outside of site triangles			
• Decorative fence for screening parking lots along street frontages, if appropriate in lieu of hedge. Maximum 3’ high			
• Schedule of planting showing common and scientific name, quantity, and size and/or caliper			
• Minimum 25 foot buffer zone adjacent to adjoining residential use or zoning district			
• A 15’ landscape buffer required to adjoining railroad right-of-way			
• Buffer zone fencing, located 6 inches off property lines adjoining residential use or zoning district. Item 106/107 6’ chain link fence with stockade attached			
• Fencing tapers to 4 feet high within 15 feet of the right-of-way			
• Parking lot islands with minimum of one tree and low maintenance ground cover, 20-25 stall spacing. See attached tree list			
• Plantings for screening RPZ structures and building mounted utilities			
• A permanent in-ground irrigation system for all landscaped areas			

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

ON SITE PARKING/LOADING	MET	*NOT MET	N/A
All standard parking spaces shall be 9 feet wide by 19 feet long with a 23 foot back up aisle or 10 feet wide by 19 feet long with a 20 foot back up aisle 20' long where no vehicle overhang is provided			
One way aisles and angular parking are not proposed			
Island returns at end of rows are 15 feet long and minimum of 6 feet wide			
Building corner guards or bollards for structure protection when adjacent to vehicular access areas			
Number of handicap parking spaces in compliance with Table 1106.1 of NYS Building code			
Handicap parking spaces shall be located to provide the shortest access route to the building entrance, in compliance with the NYS Building Code Section 1106.6			
Handicap parking spaces, painted with blue striping 8 feet wide by 19 feet long with an 8 foot wide van accessible access aisle			
Handicap ramps with 5 foot minimum width ramps at 1:12 slope and tactile warning surfaces			
Permanently installed signs, displaying the international symbol of accessibility, at a clear height between 60" and 84" above grade, and setback of a minimum 18" from parking stalls			
"No Parking Anytime" sign at each handicap access aisle			
Signs shall not interfere with an accessible route from an access aisle			
Loading/service areas with turning radii denoted			
A passenger loading zone in compliance with ICC/ANSI A117.1 and valet parking services for medical facilities where the period of stay exceeds 24 hours			
Snow storage area on site, outside of landscape areas, or snow removal plan			

FIRE MARSHALL REQUIREMENTS	MET	*NOT MET	N/A
Fire access road shall be within 150 feet (300 feet if building is sprinkled) of all portions of the building and all portions of the exterior walls of the first story as measured by an approved route around the exterior of the building			

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

FIRE MARSHALL REQUIREMENTS	MET	*NOT MET	N/A
Fire access road is constructed of asphalt, concrete, or grass-crete capable of supporting fire apparatus of 80,000 pounds			
Fire access road shall not exceed 10 percent in grade			
Dead-ended fire access roads greater than 150 feet in length with a turn-a-round with outside turning radius of 50 feet, inside turning radius of 25 feet. See Table FD103.5 of the Fire Code			
Fire access road is a minimum of 20 feet wide with outside radius of 50' and inside radius of 25' for buildings less than 30 feet high			
Fire access road is a minimum of 26 feet wide for buildings 30 feet high or higher. Overhead utility power lines are not located within the access road. Fire access road is located a minimum of 15 feet and maximum of 30 feet from the building and is parallel to one entire side			
Location of any proposed or nearest existing fire hydrants			

REFUSE	MET	*NOT MET	N/A
Location for refuse enclosure. Gates shall not obscure or limit access to any parking stalls or access aisles			
Self closing pedestrian access gate to be provided			

LIGHTING	MET	*NOT MET	N/A
Show installation of decorative street lighting, as required by Town/ Planning Board, on the Lighting Plan. Show proposed locations, (Evenly spaced at approximately 90 ft. separation) and connection to PSEG power source via above or below ground transformer or secondary on utility pole. Street lighting may not be connected to the building. Enclosed please find a copy of the required pole and luminaire details for this particular area for inclusion on the proposed Lighting Plan. Luminaires shall be 70 watt induction. Plans will be forwarded to the Street Lighting Inspector, Division of Traffic Safety, for review and final approval prior to any site plan approval. Final inspection and approval by the Street Lighting Inspector, Division of Traffic Safety, will be required prior to any Certificate of Occupancy or Compliance			
Detailed lighting plan with location, type and height of all lighting in compliance with Article LII of the Zoning Code			

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

LIGHTING	MET	*NOT MET	N/A
Photometric plan showing lighting is oriented and shielded so as not to illuminate or provide glare to adjoining properties or roadways and show 0.00 at all property lines. All luminaries shall have full cut off provision			
Lighting fixture and pole details are provided with maximum height of 20 feet. Lights are encouraged to be fewer in number, lower in height and light level			

GRADING	MET	*NOT MET	N/A
Topographic elevations in NAV 88 Datum			
Existing and proposed grades (using contours if appropriate) through site and along property line boundaries, including street centerline elevations, spot elevations at all property corners and at a minimum 25 foot spacing along all property lines, high and low points , as well as any such features within the subject property are appropriately noted. Steep slopes greater than 15% shall be highlighted			
First floor and top/bottom of curb elevations, on and off site for full width of right-of-way frontage			
Proposed grades within parking areas are 1% minimum to 5% maximum range			
All created slopes are a maximum of 1 on 3			
A retaining wall for those areas where 1 on 3 or greater is not possible. Design to be signed and sealed by a Professional Engineer			
Top and bottom elevations (maximum height of 6 feet) for retaining walls			
Railings for retaining walls over 30 inches in height			
Storm water contributory areas using ridge lines or flow areas			
Existing and proposed storm water inlet and casting elevations			

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

STORMWATER DRAINAGE	MET	*NOT MET	N/A
Calculations are provided for a storage of 2” rainfall for all on-site contributory areas, including run off coefficients (100% paving & roof, 15% flat landscaped areas—higher for steeper slopes)			
Calculations are provided for a storage of 2” rainfall along the street frontage, including run off coefficients (100% paving & sidewalk, 15% landscape areas)			
Location and size of all proposed and existing drainage structures on site are provided			
Maximum depth of drainage structure ring height is 12 feet			
Date, location, log and elevation of test holes, by soil mechanic or P.E., on site are provided to a depth 2 feet below the deepest drainage structure proposed or water table if encountered			
Connecting pipe between drainage structures is a minimum of 10 feet or one pool diameter (whichever is greater), 15 inch diameter, Reinforced Concrete Pipe CLIV or Corrugated Polyethylene Pipe			
Roof drainage is directly connected to drainage structures with minimum 6” PVC SDR 35 piping			
A minimum 20 foot separation is maintained between drainage structures and sanitary systems, 5’ drainage structures to property line, 10’ drainage from foundation			

OFF-SITE/STREET IMPROVEMENTS	MET	*NOT MET	N/A
Curb—Item 97A is proposed. (http://islipny.gov/i-want-to/download-forms-and-guides/doc_download/910-town-of-islip-subdivision-and-land-development-regulations)			
Concrete sidewalk detail (Item 105) is provided. (http://islipny.gov/i-want-to/download-forms-and-guides/doc_download/910-town-of-islip-subdivision-and-land-development-regulations)			
Location and size of all proposed and existing drainage structures along street frontage			
Drainage structures are located outside of driveway access			
Utilities, utility poles and streetlights have been relocated as necessary			
Dedication shown to widen road to standard width or radius at corner			

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

DETAILS	MET	*NOT MET	N/A
Concrete curb detail is provided (Item 97A) 9” curb base, 4,000 psi concrete, continuous #5 rebar. (http://islipny.gov/i-want-to/download-forms-and-guides/doc_download/910-town-of-islip-subdivision-and-land-development-regulations)			
Concrete sidewalk detail (Item 105) is provided. (http://islipny.gov/i-want-to/download-forms-and-guides/doc_download/910-town-of-islip-subdivision-and-land-development-regulations)			
On-site pavement specification is provided: 1½” NYS 6F top, 2” NYS Type 3 dense binder course and 6” NYS 45-RCA base course			
Off-site pavement specification is provided: 2” NYS 6F top, 3” Type 3 dense binder course and 6” NYS 45-RCA base course			
A cross section detail of on-site improvement is provided			
Existing edges of the pavement are shown to be saw-cut a minimum of 2 feet from proposed curbing (to allow for proper compaction) prior to paving			
Refuse enclosure is constructed of masonry materials to match or compliment building with 6 foot opaque metal panel gates. A metal opaque panel pedestrian access gate is provided with a self-closing mechanism			
Retaining wall detail with footing, height, material and railing is provided			
On site drainage structures—Item 100B and 100 with footing rings are provided. A design professional’s certification is provided stating soil conditions on site are adequate to support the structure without the footing and shall not allow settling of the structure. (http://islipny.gov/i-want-to/download-forms-and-guides/doc_download/910-town-of-islip-subdivision-and-land-development-regulations)			
Drainage structures proposed within the Town right-of-way—Item 100B and 100 are provided showing maximum 10 feet in diameter and provided with footing rings. (http://islipny.gov/i-want-to/download-forms-and-guides/doc_download/910-town-of-islip-subdivision-and-land-development-regulations)			
Decorative fence, evergreen hedge or other landscaping along street frontage detail is provided			

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

DETAILS	MET	*NOT MET	N/A
Buffer zone planting detail—Item 124-I minimum double row of 6 foot tall conifers equal to 5 feet on center or a random planting of native species and 2½" caliper deciduous trees, 20 feet on center, or maintenance of existing vegetation, supplemented as deemed necessary by the Engineering Division field inspectors. (http://islipny.gov/i-want-to/download-forms-and-guides/doc_download/910-town-of-islip-subdivision-and-land-development-regulations)	○	○	○
Buffer zone fence detail—Item 106/107 is provided: 6 foot chain link fence, No. 9 gauge galvanized wire, No. 1 white milled cedar stockade, 5/8" thick pickets. (http://islipny.gov/i-want-to/download-forms-and-guides/doc_download/910-town-of-islip-subdivision-and-land-development-regulations)	○	○	○
Lighting fixture wall packs and pole details are provided with maximum height of 12 feet	○	○	○

OTHER REQUIREMENTS	MET	*NOT MET	N/A
Storm water and erosion sediment management plan (SWPPP) for review and approval if site disturbance exceeds 40,000 square feet	○	○	○
NYS Environmental Assessment Form (http://www.dec.ny.gov/permits/6191.html)	○	○	○
NYS DEC Permit or Wetlands Overlay District Permit if in a wetlands district	○	○	○

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

NOTES	MET	*NOT MET	N/A
The following Town of Islip notes are on the plan:	○	○	○
"Contact the Engineering Inspector (631-224-5360) at least 48 hours prior to start of any work. Work performed without inspection shall be certified to the Town Engineer's satisfaction at applicant's expense."	○	○	○
"Coordinate and complete all utility relocations. All utilities shall be installed below grade."	○	○	○
"Obtain a Town Right-of-Way work permit prior to construction within the Town right-of-way (631-224-5610)"	○	○	○
"Clearing limit lines shall be staked out by a licensed land surveyor, and either snow fencing or construction fencing shall be erected to protect areas from disturbance or encroachment prior to the start of any activities on site. Fencing shall not be removed prior to completion of final site grading operations."	○	○	○
"Placement of fill, installation of retaining walls, dumping of material, excavation, mining, or similar disturbance of land requires an approved site plan. Commencement of any legal action of the above without approval is prohibited and subject to legal action."	○	○	○
"Contractor shall contact the Fire Marshall's office (631-224-5477) prior to installation of any fire service water lines to provide for proper inspection coordination."	○	○	○
"All existing or proposed subsurface electric, telephone or cable services shall be installed in appropriate conduit sleeves when permanent, improved surfaces are proposed over the routing path."	○	○	○
"All Recycled Portland Cement Concrete Aggregate (RCA) and Fill materials are to be from an approved source. Recycled Portland Cement Concrete Aggregate is to be certified. Documentation is to be provided showing that the material obtained is from a NYSDEC registered or permitted construction and demolition (C&D) debris processing facility as specified in Section 360-16.1 of 6NYCRR Part 360, "Solid Waste Management Facilities"."	○	○	○
"Load tickets required for all fill materials brought on site, identifying the source and quantity of materials. All fill to satisfy the requirements of Islip Item 2BF or Item 2SB."	○	○	○

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

REVIEW CHECKLIST
FOR
SITE PLAN AND SITE PLAN MODIFICATION

NOTES	MET	*NOT MET	N/A
The following Town of Islip notes are on the plan:	○	○	○
"All construction & demolition material exported from the subject parcel shall be transferred to an approved NYSDEC facility, load/transfer tickets to be retained and copies provided to the Town of Islip Engineering Inspector for the record."	○	○	○
"The Town of Islip Subdivision and Land Development Regulations, Section P, 5 shall be followed."	○	○	○
"Applications requiring the provision of a stabilized construction entrance shall follow the construction specifications as stated within the New York Standards and Specifications for Erosion and Sediment Control pages 5A.75 and 5A.76. Construction and Demolition debris materials shall not be considered for use with stabilized construction entrance installations."	○	○	○
"Refuse facilities shall be maintained by the applicant/owner so as not to offer any noxious or offensive odors and/or fumes. Applicant/operator shall maintain refuse enclosure gates in a closed position except at times units are being access for loading or unloading of dumpsters."	○	○	○
"Prior to the issuance of any Certificate of Occupancy, the dedication(s) to the Town of Islip must be recorded with the Suffolk County Clerk."	○	○	○
"Prior to the issuance of any Certificate of Occupancy, the Lighting Contractor or Electrician shall provide an Underwriter's Laboratory Certificate and letter stating the lights have been energized."	○	○	○

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

Town of Islip Department of Planning and Development

Application for Site Plan

Petition to the Islip Planning Board pursuant to the requirements of the New York State Law, Article 16, Section 274a and the Code of the Town of Islip, Chapter 68, including the Subdivision and Land Development Regulations

Office Use Only

SP 20_____-_____

Total Fee Received $_____

Receipt No._____

1. Type of Application

☐ Site Plan ☐ Site Plan Modification

2. Site Information

- SCTM 0500 _____
- Zoning: _____
- School District Name & Number: _____
- Is the Property within 500' of the boundary Line of:

	Yes	No
a. Town or Village boundary	☐	☐
b. County, State or Federal Land	☐	☐
c. County or State Road	☐	☐
d. Stream, Drainage Channel, Great South Bay, or Wetlands	☐	☐

- Does the Applicant/Owner have interest in contiguous property?

  ☐ Yes ☐ No

  If yes, state Tax Map Numbers: _____

- Location:

  N/S/E/W side of: _____

  _____ Feet N/S/E/W of: _____

  In Hamlet of: _____

3. Applicant Information

Name

Street No. Street Name

City/Town State/Zip

Telephone Number E-mail Address

4. Representative Information

Name

Street No. Street Name

City/Town State/Zip

Telephone Number E-mail Address

Town of Islip Department of Planning and Development

Application for Site Plan

Petition to the Islip Planning Board pursuant to the requirements of the New York State Law, Article 16, Section 274a and the Code of the Town of Islip, Chapter 68, including the Subdivision and Land Development Regulations

5. Owner Information

Name

Street No. Street Name

City/Town State/Zip

Telephone Number E-mail Address

6. Land Use and Site Information

- Area of site (sq. ft.):
- Existing use of property:
- Proposed use of property:
- Proposed building floor area of unit (include existing floor area if it is to remain): sq. ft.
- Number of seats (if application is for a restaurant or other place of public assembly):
- Number of Parking Spaces required (Appendix E Subdivision and Land Development Regulations):
- Number of parking spaces provided:

The information stated in this application and on supporting documentation is accurate and true. Any changes to this information prior to a decision by the Board will be indicated in writing to the board.

Signature of Applicant: **Date:**

Signature of Owner: **Date:**

Sworn before me this day of , 20

Notary Public

Important: Please be advised that by submitting the within application to the Town of Islip for the requested purpose, you, as the applicant, acknowledge and agree that a modification or addition may be made to your Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:	Telephone:			
	E-Mail:			
Address:				
City/PO:	State:	Zip Code:		
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			**NO** ☐	**YES** ☐
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			**NO** ☐	**YES** ☐
3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____acres				
4. Check all land uses that occur on, adjoining and near the proposed action. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland				

RESET

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☐	☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☐
b. Are public transportation service(s) available at or near the site of the proposed action?	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☐	☐
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	☐	☐
b. Is the proposed action located in an archeological sensitive area?	☐	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☐	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	☐	☐
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☐	☐
16. Is the project site located in the 100 year flood plain?	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____		

RESET

	NO	YES
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☐	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐

RESET

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

RESET

INSTRUCTIONS FOR
NOTIFICATION SURROUNDING PROPERTY OWNERS
AND
SAMPLE NOTIFICATION LETTER

Prior to the Planning Board public hearing, all property owners within 200 feet of the subject parcel must be notified. It is the applicant's responsibility to obtain an accurate list of surrounding property owners from the Town of Islip Planning Department and to notify surrounding property owners of the time and date of the Planning Board Public Hearing. The procedures below must be followed:

1. MAP & LIST	A 200 foot radius map and a list of all property owners within the 200 foot radius must be obtained and submitted with the application. The applicant must acquire a radius map and list from the Town of Islip Planning Department, for a fee of $75. If the applicant owns or has an interest in property contiguous (adjacent) to the subject parcel, the list shall include property owners within 200 feet of the contiguous property.
2. NOTIFICATION	After you submit a complete application, the Planning Department staff will review it and schedule it for a Planning Board public hearing. You will be notified of the date of the Planning Board public hearing; you are then required to ***notify the surrounding property owners as they appear on the notification list at least ten (10) days prior to the hearing***. Please review the attached sample notification letter and follow its format. ***The notification must be certified mail, return receipt requested and submitted to the Town prior to the public hearing.***
3. SIGNS	The applicant is required to post ***PUBLIC NOTICE SIGNS on the subject parcel at least ten (10) days prior to the hearing***. These signs are available at the Planning Department for a fee of $10 each. At least three (3) signs shall be posted on the perimeter of each parcel in conformance with §68-32C(2) of the Code of the Town of Islip. ***These signs should be removed immediately after the public hearing is held.***
4. AFFIDAVIT	After the applicant has mailed the notification letters and posted the PUBLIC NOTICE signs on the property, the applicant shall submit an Affidavit of Notification and Posting and proof of mailing to the Planning Department. A copy of this Affidavit is attached hereto.

Sample Notification Letter

<<Applicant>>
<<Applicant's Street Address>>
<<App. Town>>, <<App. State>> <<App. Zip Code>>

<<Today's Date>>

<<Surrounding Owner's Name>>
<<Owner's Street Address>>
<<Own. Town>>, <<Own. State>> <<Own. Zip Code>>

RE: _____

_____

_____

Dear <<Surrounding Owners>>:

This is to notify you that there will be a public hearing before the Town of Islip Planning Board at Town Hall, 655 Main Street, Islip, New York on <<Hearing Date>> at <<6:30>> P.M.

The purpose of this hearing is to discuss the merits of the proposal for the above captioned property for:

_____

_____

Proposed plans and/or surveys can be reviewed at the Planning Department located at the Islip Town Hall, 655 Main Street, Islip, New York or by telephone at (631) 224-5450 between the hours of 9 a.m. and 5 p.m.

Although written notification is given only to those within 200 feet of the subject property, please feel free to mention this application to any neighbor who may wish to attend this meeting, all who choose to speak will be given the opportunity to be heard. The Planning Board appreciates your input in the decision making process. If you have any interest in this proposal, we urge you to attend.

Very truly yours,

<<Name of Applicant>>

AFFIDAVIT OF NOTIFICATION & POSTING

STATE OF NEW YORK

SS:

COUNTY OF SUFFOLK

The UNDERSIGNED, being duly sworn, deposes and says that in compliance with the requirements of the Town of Islip Town Code, hereby certifies that all surrounding property owners within two hundred feet of subject property located at

_____

_____

Town of Islip, Suffolk County, NY, have been notified by certified mail (as per the attached certified mail receipts) dated _____advising said property owners within two hundred feet that a public hearing will be held by the Islip Town Planning Board at 6:30 p.m. on _____20___, at the Islip Town Hall, 655 Main Street, Islip, New York and that the applicant has conspicuously posted signs on the property advertising the date, time, and reason for the public hearing before the Planning Board.

_____

Signature

_____

Print Name

Sworn to before me this

_____ Day of _____ , 20___

_____

Notary Public

Town of Islip Department of Planning and Development

Division of Engineering and Contracts

Construction Activity Agreement

Tax Map No. 0500_____ **Location of Property:** _____

_____ _____

Application No._____ _____

I agree to comply with the following:

- I will have available on-site this agreement and related plans during the entire construction process. I will explain the requirements to all construction personnel and subcontractors. I take responsibility for full compliance with this agreement and Chapter 47 of the Town of Islip Code (Stormwater Management and Erosion and Sediment Control).

- No vegetation and/or trees may be cleared without first receiving a mark-out or authorization form from Planning, Building and/or Engineering inspectors. Only vegetation, topsoil, and trees specifically in the approved construction activity area may be removed.

- No earth, fill or construction material shall be allowed to migrate off site from this project on the Town of Islip roadway and/or storm drain system or adjacent property.

- No fill shall be brought into a site without the express written approval of a Building or Engineering inspector. Fill piles will only be allowed in a location designated on the plan, or authorized by Building or Engineering inspector(s). Piles of fill shall be stabilized and/or contained with grass seed, silt fences, hay bales, or other approved methods.

- At the end of each workday the adjacent roadway and/or storm drain system shall be inspected by owner or his/her designee for soil or other matter. All construction sites and adjacent roadways shall be cleared of soil and other matter at the end of each workday.

- All construction and demolition debris and materials, including wet concrete, shall be disposed of at an appropriate facility in accordance with all TOI and NYSDEC waste management regulations. Dumping of liquid, semi-liquid, or other materials from a construction site into storm drains, roadways, or vacant property is grounds for a violation.

- Litter shall be picked up on a daily basis from site, adjacent properties and/or the road system.

- Toilet facilities shall be available to all workers on site during the construction period.

Town of Islip Department of Planning and Development

Division of Engineering and Contracts

Construction Activity Agreement

I agree to comply with the following:

- A temporary stable construction entrance shall be constructed utilizing recycled concrete aggregate (RCA) or a similar material, unless a suitable constructed entrance already exists on the site.

- All municipal or private drainage inlets adjacent to area of construction shall be protected from dirt/matter/pollutants through the use of products/sponges designed for this purpose.

- On areas of steep slopes and areas cleared of vegetation, suitable stabilization methods, as shown on approved site plans and the stormwater pollution prevention plan (SWPPP) shall be employed to prevent soil migration and stormwater runoff.

- All exposed expanses of soil shall be top dressed and stabilized with annual grass seed as soon as areas will no longer be needed for construction staging, or if areas will remain undisturbed for six weeks or longer.

- Prior to tree, shrub or other plantings, soil shall be suitably tilled and prepared.

IN WITNESS WHEREOF, the parties hereto have caused this Declaration to be duly executed as of the date and year first above written.

STATE OF NEW YORK)
:ss:
COUNTY OF SUFFOLK)

_____
Owner Signature

On the_____day of _____in the year_____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed this instrument

_____
Notary Public

STATE OF NEW YORK)
:ss:
COUNTY OF SUFFOLK)

_____
Contractor Signature

On the_____day of _____in the year_____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed this instrument

_____
Notary Public

Town of Islip
Department of Planning and Development
Angie M. Carpenter, Supervisor
Ron Meyer, Commissioner of Planning and Development

Map Request Form

1. Terms & Policies

- **Timetable—**Requests must be submitted **AT LEASE one (1) week in advance for Custom Maps.** You will be contacted upon completion.
- **Payment Policy—**Payment shall be made at the time of the request either by cash or check. A receipt will be issued for all transactions. Checks must be made payable to the Town of Islip. A $15.00 fee will be charged for any returned checks.
- **Refund Policy**—Refunds for requested custom maps are only possible if the refund is requested within 2 business days after application has been filed.
- **Revision Policy**—One revision of a custom map **(11x17 and under)** is included in map pricing. Any subsequent revision requests to custom maps will be subject to a 25% fee of original map price. Large format map revisions are subject to a 25% fee of original map price for any revision.
- **Zoning Maps**—To obtain predesigned, standard maps containing parcel and zoning data for large areas of the town, please fill out a copy of the Zoning Map Request Form, as well as, a Freedom of Information Application and submit both forms to the Town Clerk's Office. This data is available in large format poster size documents only, the Town no longer provides ledger size bound sets. These documents may be subject to additional fees paid to the County of Suffolk.
- **Electronic Delivery**—Applicants requesting electronic delivery for custom maps will be charged for one paper copy at the custom map price. A pdf of the map will be created and password secured to be sent to the applicant via e-mail.
- **Freedom Of Information Law (FOIL) Policy**—Any map that is either a photocopy of an original, a zoning map, a map that can be reproduced using the Town GIS viewers is subject to the FOIL process. Applicant must fill out this application, as well as, a Freedom of Information Application and submit both forms to the Town Clerk's Office. Any such maps are subject to FOIL rates.
- **Delivery Policy—**Maps are available for pick-up or electronic delivery only. Hard copies of maps will no longer be mailed to applicant via postal service. Effective August 13, 2012.

Town of Islip
Department of Planning and Development
Angie M. Carpenter, Supervisor
Ron Meyer, Commissioner of Planning and Development

Office Use Only
Map No. 20 ____ - _____
Receipt No. _____
Associated with a FOIL Application ☐ Y ☐ N

Map Request Form

2. Applicant Information

_____ _____ _____
Name *Phone Number* *E-Mail Address*

3. Subject Area Information

Address: _____ **Tax Map Number(s):** _____

_____ _____

Description of Subject Area: _____

_____

4. Map Information

Please note 2012 aerials only available along the coast line

Map Size (Check one):

	8.5 x 11	8.5 x 14	11 x 17	18 x 24	22 x 34	34 x 44
Portrait						
Landscape						

Delivery Method (Check one):

☐ Pick-up
☐ Electronic Delivery

Number of Copies: _____

Data to be Included (check all relevant data—no more than one aerial per map):

☐ Hamlets
☐ Legislative Districts
☐ Flood Zones (☐1998 ☐ 2009)
☐ School Districts
☐ Radius (☐200' ☐500' ☐Other:_____)
☐ Aerial Imagery

- Available Aerials (Please circle desired year):

1938; 1947; 1961; 1969; 1972; 1976; 1980;

1984; 1999; 2001; 2004; 2007; 2009; 2010;

2011; 2012; 2013

☐ Parcel Lines
☐ Zoning Data
☐ Street Labels
☐ Wetlands (☐Freshwater ☐Tidal)
☐ Other: _____

Features to be Labeled: _____

Title of Map: _____

Other Instructions: _____

_____

Town of Islip
Department of Planning and Development

Angie M. Carpenter, Supervisor

Ron Meyer, Commissioner of Planning and Development

Map Pricing

If the requested map is:

- A Street Map the cost is $10.
- Requested by a student showing proper identification (a student ID), they are eligible for the F.O.I.L. prices for custom maps and do not need to go through Town Clerk for F.O.I.L.

F.O.I.L. Eligibility

- Send Applicant to Town Clerk to fill out F.O.I.L. request form if any of the following applies:
  - A. The map requested is a photocopy of a paper original
  - B. A file containing the map requested exists on the Town Network
  - C. The map requested is a Zoning Map
  - D. The map requested can be reproduced using the Town GIS viewers (ArcIMS/Geocortex viewers)

**** IF NONE OF THE ABOVE APPLIES REFER TO CUSTOM MAP PRICING FOR MAP RATES****

Printed in Black and White

	Map Size	F.O.I.L. Rate	Custom Map
☐	8.5” x 11”	The cost is 25¢	The cost is $50
☐	8.5” x 14”	The cost is 25¢	The cost is $50
☐	11” x 17”	The cost is 50¢	The cost is $50
☐	18” x 24”	The cost is $5	The Cost is $75
☐	22” x 34”	The cost is $5	The cost is $75
☐	34” x 44”	The cost is $5	The cost is $75

Printed in Color

	Map Size	F.O.I.L. Rate	Custom Map
☐	8.5” x 11”	The cost is 25¢	The cost is $75
☐	8.5” x 14”	The cost is 25¢	The cost is $75
☐	11” x 17”	The cost is $5	The cost is $75
☐	18” x 24”	The cost is $10	The cost is $75
☐	22” x 34”	The cost is $20	The cost is $100
☐	34” x 44”	The cost is $20	The cost is $100

Notes:
The above prices are per page.
Subsequent copies of Custom Map documents will be charged at F.O.I.L. rates.

Map Price: _____

Price of Copies: _____

Total Cost: _____

Method: ☐ Cash
☐ Check: _____

Signature of Dept. Employee: _____

Date: _____

By signing below the party requesting the map indicates that they have read the total of the map request form and agree to abide by its stipulations, including payment of fee.

Signature of Requester: _____

Date: _____