

## **TOWN OF ISLIP PLANNING & DEVELOPMENT OPERATIONS**

The Planning & Development Divisions, while closed to the public during the COVID-19 virus, are continuing to operate ensuring that applications are processed and constituent inquiries are answered in a timely manner. The offices are staffed at 50% in order to comply with the Governor's mandate for social distancing for essential services, and the balance of our staff is working from home to ensure the public continues to be served. For phone numbers, forms and applications, please go to our website at [www.islipny.gov](http://www.islipny.gov) and visit the individual department webpages.

While our process has changed slightly, Planning, Engineering, Building and the Zoning Board of Appeals Divisions are still committed to processing your applications as quickly and efficiently as possible. A cursory review is still required to minimize unnecessary delays in the processing of incomplete applications. Building, Plumbing and Engineering inspections will continue for any construction permitted under Governor Cuomo's executive order.

Due to changing circumstances surrounding the COVID-19 virus, these procedures are subject to change without notice.

### **BUILDING DIVISION SUBMITTALS**

1. Hard copy Submissions – Applications, resubmissions and paperwork can be brought to One Manittou Court, Islip between the hours of 8:00 am – 3:45 pm.
  - a. Submissions should be placed in the drop box located outside the front door.
  - b. Once the submission is placed in the drop box, the applicant should call the Permits Department from their vehicle at 631-224-5466 to inform them that a submission was dropped off so a cursory review can take place (typically 30 minutes) while the applicant waits in their vehicle.
  - c. If the submission meets the minimum requirements, the Permits Department will call the applicant to let them know they can leave and the application will be processed.
  - d. If the submission does not meet the minimum requirements, the Permits Department will call the applicant to advise them of the deficiencies and ask them to retrieve the package from the drop box.
2. Online Submissions – In response to requests by applicants, the Building Division is now accepting online submissions.
  - a. Applicants should email a copy of their completed permit application to [BuildingPermits@islipny.gov](mailto:BuildingPermits@islipny.gov). The applicant will be emailed a Record Number along with instructions on how to upload their documents to Permits Department, typically within one business day.
  - b. Once the documents are uploaded, the application will be given a cursory review for completeness, typically within two business days.
  - c. If the application meets the minimum requirements, the Permits Department will call the applicant and advise them of the next steps.

## ENGINEERING DIVISION SUBMITTALS

1. Hard copy submissions – Applications, resubmissions and paperwork can be brought to the lobby of Town Hall, 655 Main Street, Islip between the hours of 8:30 am – 4:15 pm.
  - a. When an applicant arrives at Town Hall, they should call the Engineering Division at 631-224-5360 to inform them they are dropping off an application or resubmittal. Engineering will inform a Park Ranger who will grant the applicant access to the lobby to drop off the materials.
  - b. Applicants will be asked to wait outside or in their vehicle while Engineering performs a cursory review (typically 30 minutes).
  - c. If the submittal meets the minimum requirements, Engineering will call the applicant to let them know they can leave and the application will be processed.
  - d. If the submittal does not meet the minimum requirements, Engineering will call the applicant to advise them of the deficiencies and ask them to retrieve the package from the lobby.
2. Online Submissions - The Engineering Division is developing a process to accept on-line applications and will post instructions on the Town of Islip website, Engineering Division page in the very near future.

## PLANNING DIVISION SUBMITTALS

1. Hard copy submissions – Applications, resubmissions and paperwork can be brought to the lobby of Town Hall, 655 Main Street, Islip between the hours of 8:30 am – 4:45 pm.
  - a. When an applicant arrives at Town Hall, they should call the Planning Division at 631-224-5450 to inform them they are dropping off an application or resubmittal. Planning will inform a Park Ranger who will grant the applicant access to the lobby to drop off materials.
  - b. Applicants will be asked to wait outside or in their vehicle while Planning performs a cursory review (typically 30 minutes).
  - c. If the submittal meets the minimum requirements, Planning will call the applicant to let them know they can leave and the application will be processed.
  - d. If the submittal does not meet the minimum requirements, Planning will call the applicant to advise them of the deficiencies and ask them to retrieve the package from the lobby.

## ZONING BOARD OF APPEALS SUBMITTALS

The Zoning Board of Appeals is still accepting complete hardcopy (paper) applications by mail or in person.

1. Mail-in applications - Completed applications should be mailed to 40 Nassau Avenue, Islip, NY 11751. Please be sure to include the contact information (phone # and e-mail). Receipts for completed applications will be sent via mail or e-mail. Should any additional information be required, we will request same by phone and/or by e-mail.
2. In-person applications - Completed applications can be dropped off at 40 Nassau Avenue, between 8:30 a.m. and 4:30 p.m. As our offices are temporarily closed to the public, applicants can call our office at 631-224-5489 when they arrive. A staff member will meet

applicants at the door to accept the application. Applicants can wait outside if a receipt is desired. The receipt will indicate if the submission is complete. Should additional information be required, we will request same by phone and/or by e-mail.