

Road Dedication Checklist

When a dedication is proposed to the Town of Islip for a new public road resulting from a *subdivision* or *road opening*, the following documentation is required prior to the Town Board acceptance of the dedication.

1. **Metes and Bounds description(s) of the land to be dedicated** (signed & sealed) – prepared by a surveyor licensed in the State of New York;
2. **Accurate survey of the land to be dedicated** (signed & sealed) – showing metes and bounds of the dedication area;
3. **Bargain and Sale Deed with original signature** (NOT A QUITCLAIM DEED) (if dedicating private property owned by applicant)

OR

- “Dedication and Release” form** (if dedicating property not owned by applicant);
4. **TP-584 Form: Combined Real Estate Transfer Tax Return** – Completed with original signature (if submitting a Bargain and Sale Deed);
<http://www.suffolkcountyny.gov/Portals/0/clerk/Forms/Recording/TP-584%20.pdf>
 5. **RP-5217 Form: Real Property Transfer Report** – Completed with original signature (if submitting a Bargain and Sale Deed); http://www.tax.ny.gov/pdf/current_forms/orpts/rp5217.pdf
 6. **Title Report showing ownership of the subject property** – must include Last Owner Search with Liens and Mortgages and a Tax Search (if submitting a Bargain and Sale Deed);
 7. **“Application to the Superintendent of Highways of the Town of Islip” form** – with metes and bounds description of the proposed dedication area and original signature of applicant;
 8. **“Order of the Superintendent of Highways of the Town of Islip to Lay Out and Open As A Town Highway” form** – with metes and bounds description of the proposed dedication area;
 9. **“Consent to the Superintendent of Highways to Lay Out a Town Highway” form** – showing the name of the proposed road and applicant;
 10. **Latest Tax Bill** – covering all land to be dedicated and paid through current year.

* Please note that the owner’s address cannot be a P.O. Box on the Deed, TP-584 or the RP-5217.

* Please ensure that all printed matter is legible on all forms. If any text is deemed unreadable due to any notary stamp bleeding through the page, the form will be rejected.

* BLACK INK ONLY

* ALL FORMS TO BE NOTARIZED

**APPLICATION TO THE SUPERINTENDENT OF HIGHWAYS
OF THE TOWN OF ISLIP
IN THE COUNTY OF SUFFOLK
AND STATE OF NEW YORK**

The undersigned, an inhabitant of the Town of Islip, liable to be assessed for highway labor therein, hereby applies to you to lay out a highway in said Town as follows:

Dated _____

_____ (L. S.)

Applicant

STATE OF NEW YORK)

: SS :

COUNTY OF SUFFOLK)

On the ____ day of _____ in the year 20__, before me, personally appeared

_____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signatures(s) on the instrument, the individual(s), or the person upon behalf of which the individuals, acted, executed the instrument.

NOTARY PUBLIC

**ORDER OF THE SUPERINTENDENT OF HIGHWAYS
OF THE TOWN OF ISLIP
TO LAY OUT AND OPEN AS A TOWN HIGHWAY
TO BE KNOWN AS**

Upon the written application of _____, a person liable to be assessed for highway labor in the Town of Islip, and the written consent of the Town Board of said Town having been given as prescribed by law, and the release from damages having been executed by the owner of the land through which the proposed highway is to be opened, a copy of which is hereto annexed, it is

ORDERED AND DETERMINED that the said highway be and the same is hereby laid out in Town as follows:--

Dated _____

Superintendent of Highways

**CONSENT TO THE SUPERINTENDENT OF HIGHWAYS TO LAY OUT
A TOWN HIGHWAY
TO BE KNOWN AS**

The undersigned, the Town Board of the Town of Islip in the County of Suffolk and State of New York, hereby consent that the Superintendent of Highways of said Town make an Order laying out _____ in said Town, the highway described in the application of _____ pursuant to Section 171 of the Highway Law, and Amendments thereto.

IN WITNESS WHEREOF, we have hereunto set our hands this

day of _____, 20__.

_____(L. S.)

Supervisor

_____(L. S.)

_____(L. S.)

Councilperson

_____(L. S.)

Councilperson

_____(L.S.)

Councilperson

OFFICIAL TOWN SEAL

INDIVIDUAL OR CORPORATION

DEDICATION AND RELEASE

KNOW ALL MEN BY THESE PRESENTS, that the First Party, _____

(a corporation duly organized and existing under and by virtue of the Laws of the State of _____, and having an office and place of business at _____)

or

(residing at _____) for value received, does hereby dedicate, convey and release to the Second Party, the **Town of Islip**, a municipal corporation organized and existing under the laws of the State of New York, having its principal office at Town Hall, 655 Main Street, Islip, New York, a strip of land in said Town of Islip for the purpose of a highway to be known as _____ described as follows:

The said First Party, _____ does release the said Town, the Second Party, from all damages by reason of laying out of said highway.

IN WITNESS WHEREOF, the said First Party, has (have) hereunto set our hand and seal this ___ day of _____, 20__

[SEAL] _____ (L.S)

_____ (L.S)

STATE OF NEW YORK)

: ss:

COUNTY OF SUFFOLK)

On the ___ day of _____ in the year 20__, before me _____ personally known to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me the he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument the individual(s) or the person upon behalf of which the individuals, acted, executed the instrument.

NOTARY PUBLIC

FOR RECORDING OFFICE DATA

TO
TOWN OF ISLIP
SUFFOLK COUNTY, NEW YORK

Dedication
and
Release

Record and Return to
TOWN CLERK
TOWN HALL

ISLIP, N.Y.