



TOWN OF ISLIP DEPARTMENT OF PLANNING AND DEVELOPMENT
Building Division

Permits.....224-5466, 69
Records/Inspections.....224-5470
Plans Examiners.....224-5467, 68

ONE MANITTON COURT ISLIP, NEW YORK 11751 Phone (631) 224-5464 Fax (631) 224-5462
Phil Nolan, Supervisor

ALL Zoning Denials from the Building Department require the submission of the following documents:

_____ One (1) ORIGINAL SURVEY (no older than one year).
Please clearly outline and label the structure to be considered. If the item that you are applying for is not on the survey, please see your land surveyor for assistance.

_____ Completed BUILDING PERMIT APPLICATION
Please make sure to fill in all of the questions, sign and notarized.

_____ Copy of BUILDING DIVISION CERTIFICATE(CO)

_____ Floor Area Ratio Calculations (if applicable)

_____ Letter of Intent
Please describe what you would like to do. (For example, I would like to build a two story addition to my home. It will be all along the rear of my home and will leave side yards of 13 feet and 14 feet and a rear yard of 22 feet.)

Town of Islip - Building Division - FAR Variance Request

Date: _____
 Name: _____
 Address: _____

 Tel (H): _____
 Tel (W): _____
 Rep Tel: _____

SCTM: _____
 Zoning Dist: _____
 Permit #: _____
 Physical Location: _____

Existing (All Dimensions from Structure Exterior):

Proposed----->:

	Sq. Ft.:	%FAR:
Total Lot Area:		
Existing Main Structure:	-----	-----
First Floor:		
Second Floor:		
Attic Space w/4'6" Headroom or More:		
Basement/Cellar*:	-----	-----
% Above Grade:		
Ceiling Height:		
Square Footage:		
First Floor:		
Second Floor:		
Attic 4'6" headroom:		
Basement/Cellar*:	-----	-----
1. % Above Grade:		
2. Ceiling Height:		
3. Square Footage:		
Detached Structure:	-----	-----
Garage:		
Shed 1:		
Shed 2:		
Shed 3:		
Gazebo:		
Other Structures:	-----	-----
Include roofed over patios and decks:		
All Decks on FI over 4' wide:		
Deck Height:		
Other: _____		
Total:		
Excess FAR?:		
FAR Variance Required?:		

*** Please Note these Definitions:**

CELLAR - The lowest level of a structure when there is less than 50% of the lowest level above average grade. For the purposes of determining the percent below grade, the cellar shall be measured from the first-floor elevation (F.F.El.) to the cellar floor. A cellar shall be counted as gross floor area as required under the definition of gross floor area. A cellar shall not be used for permanent habitable space activities, including sleeping and cooking.

BASEMENT- The lowest level of a structure when there is more than 50% of the lowest level above average grade. For the purposes of determining the percent above grade, the basement shall be measured from the first floor elevation (F.F.El.) to the basement floor. A basement shall be counted as gross floor area.

GROSS FLOOR AREA (GFA) - The total floor area of a structure as measured from the exterior faces of the walls. Gross floor area shall include accessory buildings/structures, basements, above-grade floors, interior balconies, mezzanines, storage space, floor space utilized for mechanical equipment with structural headroom of seven feet six inches or more, and ground-level covered or enclosed porches, patios and decks. Gross floor area shall include the area under a gable, hip, gambrel or similar type roof, where there exists a floor-to-ceiling height of four feet six inches or more. Residential cellars shall not be included in gross floor area. All cellars, basements, storage space or occupied space shall be included when calculating gross floor area for nonresidential uses. Decks, excluding those located on Fire Island, shall not be included in gross floor area, provided that they are accessory to a permitted principal use and are not roofed over, covered or enclosed. Covered residential front yard porches not exceeding six (6) feet in width, and area underneath any residential cantilever not exceeding 24 inches shall also not be included in Gross Floor Area.