



# Town of Islip Department of Planning and Development

## Architectural Elevation Review

*Office Use Only*

Application No: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

### Contact Information

Name Print \_\_\_\_\_ Signature \_\_\_\_\_

Affiliation \_\_\_\_\_

Street No. \_\_\_\_\_ Street Name \_\_\_\_\_

City/Town \_\_\_\_\_ State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Project Location

Tax Map Number(s) \_\_\_\_\_

Street No. \_\_\_\_\_ Street Name \_\_\_\_\_

Hamlet \_\_\_\_\_ Zip \_\_\_\_\_

### Project Information

Proposed Use and Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Plan or Application Number \_\_\_\_\_ Date of Application Submittal \_\_\_\_\_

<b>Elevation Review Requirements</b>	<b>MET</b>	<b>*NOT MET</b>	<b>N/A</b>
Copy of Covenants and Restrictions, Planning Board Special Permit Conditions, and/or Site Plan Modification Conditions.			
Copy of Site Plan, ONLY if new construction.			
Tax map number, address, project name, and application number (if applicable) on each elevation drawing sheet.			
One set of colored elevation drawings for all sides of the structure, with finish materials noted. Must be labeled North/South/East/West.			



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<b>Elevation Review Requirements (Continued)</b>	<b>MET</b>	<b>*NOT MET</b>	<b>N/A</b>
Material samples, ONLY if requested by the Planning Division.			
Location of exterior mechanical equipment, whether ground, façade, or roof mounted (i.e. gas/electric meter, generator, HVAC, AC, exhaust vents, equipment ladder etc.).			
Mechanical equipment screening. All exterior mechanical equipment must be screened from public view and for sound attenuation, whether by parapet, landscaping, fencing, or otherwise. Mechanical equipment shall be located out of the front yard to the maximum extent practicable. Provide landscape plan if necessary.			
Location of building mounted lighting. Provide lighting plan and/or spec sheets if necessary.			
Location of proposed signage. <b>*PLEASE NOTE THAT SIGNAGE IS SUBJECT TO SEPARATE BUILDING PERMITS AND ARCHITECTURAL ELEVATION REVIEW AT THE TIME OF SIGN PERMIT SUBMISSION. APPROVAL OF ARCHITECTURAL ELEVATION DOES NOT CONSTITUTE APPROVAL OF SIGNAGE.</b>			

**PLEASE NOTE:**

- Architectural elevation review must be approved prior to submitting a building permit application. Drawings should be submitted directly to the Planning Division on the first floor of Town Hall, located at 655 Main Street, Islip, NY 11751, or sent electronically to commissioner-pd@islipny.gov. If submitted electronically, please put 'Architectural Elevation Review', and the project address and tax map number in the subject line of the email.
  
- Final elevation drawings must be submitted via hard copy so they can be stamped and dated for approval; only one hard copy of the drawings is required for signoff.
  
- Approved architectural elevations pertain only to the overall look of the structure and do not constitute an approval to construct. Architectural elevations revised during the building plan review process will need to be reapproved through the Planning Division.
  
- For any questions regarding the architectural elevation review process, please contact the Planning Division at 631-224-5450.