



SHELTER ISLAND PLANNING BOARD

P.O. Box 970
 Shelter Island, New York 11964-0970
 tel: 631-749-0291 fax: 631-749-0227

Final Plan Submission Requirement for Subdivisions

Below is a tally of required copies and where they are to be distributed at a project's completion – a PDF copy of the Final Plan with all signatures is likewise to be submitted by the applicant for permanent filing

	Mylar Copies	Paper Copies	Retention
Applicant	1	1	
Applicant's Surveyor		1	
Suffolk County	1		
Planning Board		1	6 years
Town Clerk	1	1	Permanent – mylar to be rolled, paper to be folded
Assessor's Office	1	1	Mylar – permanent, paper – 10 years
Building Department		1	
<hr/>			
Total	4	6	