

VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 HARBOR HILL ROAD
EAST HILLS, N.Y. 11576



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ARCHITECTURAL REVIEW BOARD APPLICATIONS

As of April 20, 2016, the required number of copies of application packets to the Architectural Review Board of the Village of East Hills has been changed.

Twelve (12) copies of the application form and all supporting materials are now required plus one extra set of full sized plans. Three (3) copies of the plans must be full sized, and ten copies (10) of the plans must be reduced to 11" x 17".

Applications to the ARB will not be accepted without prior referral by the building inspector. Please contact the Building Department if you have any questions regarding the ARB application and review process.

Checklist of materials to be submitted with most ARB applications*:

- Application fee

Twelve (12) sets of the following:

- Application form
- Survey
- Site plan, elevations & floor plans (3 full sized sets, 10 sets reduced to 11" x 17" size)
- Materials List (on separate 8 ½" x 11" sheet, include doors, garage doors, windows, columns, siding trim, etc., Specify brand, model and color)
- Manufacturer's data sheets (Color copies. Needed for doors, garage doors, windows, columns, etc. Not required for siding, roofing, or trim or materials that match existing. Bring samples of siding, roofing, and trim, stone etc. to the meeting.)
- Landscape Plan (if no changes to landscaping proposed, provide a statement in lieu)
- Tree removal permit application (required where tree removal is proposed)
- Photos of the existing property (showing all affected sides)
- Color rendering (new houses only)

- (6) mailing labels with name and address of applicant
- (6) mailing labels with name and address of applicant's representative

* Above is a basic checklist of supporting materials to be submitted for most projects that appear before the ARB. This list is for general reference only, and does not supersede the filing requirements specified in Section 271-191 of the Village Code. If there are any questions regarding the necessary documents for your specific types of project, please contact the building department.