

# ARCHITECTURAL REVIEW BOARD APPLICATION

## INCORPORATED VILLAGE OF EAST HILLS ARCHITECTURAL REVIEW BOARD

CASE NO: \_\_\_\_\_ FEE \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

I, the undersigned, as the Homeowner or the Architect for the application known as \_\_\_\_\_

### ADDRESS OF SUBJECT PREMISES

have accomplished the steps listed in the instruction sheet which are essential for consideration of this plan.

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner Address: \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Application is hereby made to the Architectural Review Board of the Village of East Hills for the approval of the detailed statement and drawings herewith submitted for the construction herein described:

### STATE PROPOSED WORK IN DETAIL: \_\_\_\_\_

EXIST. TOTAL FLOOR AREA OF BLDG. \_\_\_\_\_ SQ. FT.      EXIST. F.A.R. \_\_\_\_\_

TOTAL FLOOR AREA OF ADDITIONS \_\_\_\_\_ SQ. FT.      % AREA INCREASE \_\_\_\_\_

PROP. TOTAL FLOOR AREA OF BLDG. \_\_\_\_\_ SQ. FT.      PROP. F.A.R. \_\_\_\_\_

AREA OF LOT \_\_\_\_\_ SQ. FT.

EXIST. BLDG AREA AT GRADE \_\_\_\_\_ S.F.      % EXIST. LOT COVERAGE \_\_\_\_\_

PROP. BLDG AREA AT GRADE \_\_\_\_\_ S.F.      % PROP. LOT COVERAGE \_\_\_\_\_

YARD DIMENSIONS: (AT NARROWEST POINT):

a) FRONT YARD \_\_\_\_\_      b) REAR YARD \_\_\_\_\_

c) SIDE YARD \_\_\_\_\_      d) SIDE YARD \_\_\_\_\_

HEIGHT OF EXISTING BLDG \_\_\_\_\_ FT.      HEIGHT OF BLDG PROPOSED \_\_\_\_\_ FT.

NUMBER OF STORIES EXISTING \_\_\_\_\_      NUMBER OF STORIES PROPOSED \_\_\_\_\_

**INCORPORATED VILLAGE OF EAST HILLS ARCHITECTURAL REVIEW BOARD  
NASSAU COUNTY, NEW YORK**

**\*\* AFFADAVIT AND CERTIFICATIONS OF HOMEOWNER OR AGENT \*\***

The undersigned hereby certifies that the information provided on the application is accurate, that the survey submitted with this application is a true and accurate depiction of the site as it presently exists. If the application involves a new foundation or addition to the structure, an updated survey with topographic information and grades not more than two (2) years old is being submitted.

I hereby authorized the members of the Architectural Review Board, the Building Inspector of the Village of East Hills and legal counsel to the Architectural Review Board to enter upon and inspect my property to the Architectural Review Board rendering a determination with regard to this application.

I hereby state that I/we are the howeowner(s) or agent(s) named in the foregoing application for consideration of layout, that if I/We are agents, I/ we have been duly authorized by the owner in fee to make such application and that the foregoing statements are true to the best of his/her knowledge and belief/

\_\_\_\_\_  
PRINT NAME OF HOMEOWNER OR AGENT

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER OR AGENT

\_\_\_\_\_  
PRINT NAME OF HOMEOWNER OR AGENT

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER OR AGENT

Sworn to me this \_\_\_\_\_

Day of \_\_\_\_\_, 200\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**INCORPORATED VILLAGE OF EAST HILLS ARCHITECTURAL REVIEW BOARD  
NASSAU COUNTY, NEW YORK**

**\*\* AFFIDAVIT TO BE COMPLETED BY OWNER GIVING AGENT AUTHORIZATION \*\***

STATE OF NEW YORK)  
COUNTY OF NASSAU ) SS:

\_\_\_\_\_ being duly sworn, deposes and says that he/she resides  
at \_\_\_\_\_  
in the County of \_\_\_\_\_, State of \_\_\_\_\_:  
that he/she is the owner of \_\_\_\_\_ which is the subject premises described  
in the foregoing application, shown on the Nassau County Land and Tax Map as  
Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_,  
that he/she has authorized \_\_\_\_\_ to make the foregoing application and  
that the statements of facts contained in the foregoing application are true.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Signed)

Sworn to me this \_\_\_\_\_

Day of \_\_\_\_\_, 200\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**INCORPORATED VILLAGE OF EAST HILLS ARCHITECTURAL REVIEW BOARD  
NASSAU COUNTY, NEW YORK**

**\*\* AFFADAVIT AND CERTIFICATION OF ARCHITECT \*\***

I hereby state that I am the architect of the plans submitted with the application and that I have been authorized to submit these plans by owner of the above referred to property. I further certify that the plans submitted comply with all applicable Local Laws, Ordinances and Regulations of the Village of East Hills. I further state that I am required to present at the scheduled meeting of the Architectural Review Board on behalf of this application.

Sworn to me this \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME OF ARCHITECT

Day of \_\_\_\_\_, 200\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ARCHITECT

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
ADDRESS

# INSTRUCTION SHEET FOR MINOR ALTERATION

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A Minor Alteration is an application for construction or alteration which involves (A) a 20% or less addition either to the surface area of a facade or to the floor area of a building or structure, and (B) a 15% or less revision of either the surface area of the front elevation (inclusive of roof area) or the facade of an existing building or structure which faces the street. In calculating the percentages in the foregoing (A) and (B), the size of any addition or revision made within the two years preceding the date of the application for a permit for such addition or revisions shall also be aggregated and included within these limits. Applicants are referred to [Article XX, Chapter 214, §214-187 of the Incorporated Village of East Hills Local Law Number] and the other relevant sections of [Article XX].

The foregoing description of “Minor Alteration” is included for convenience of reference only. In the event of any conflict between this description and [Article XX], [Article XX] shall control.

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## **PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY. ANY APPLICATION MISSING ANY OF THE FOLLOWING WILL NOT BE PROCESSED/ACCEPTED.**

I. An **ORIGINAL** and **nine (9) copies** of the completed Village of East Hills Architectural Review Board (“ARB”) application, signed (and notarized) by the owner/agent and the architect.

II. An **Application Fee** in cash or check payable to the Incorporated Village of East Hills in the following amounts (as applicable):

1. One Hundred Dollars (\$100) for changes, alterations and construction estimated to cost less than Two Thousand Five Hundred Dollars (\$2,500);
2. One Hundred and Fifty Dollars (\$150) for changes, alterations and construction estimated to cost more than Two Thousand Five Hundred Dollars (\$2,500) and up to Ten Thousand Dollars (\$10,000);
3. Two Hundred and Fifty Dollars (\$250) for changes, alterations and construction estimated to cost more than Ten Thousand Dollars (\$10,000).

III. **Ten (10) copies** of the following:

- (1) A **Survey** which contains all information, details and computations that are customarily shown on a survey, including but not limited to all structures, equipment, paved areas, utility lines, and easements. The survey must be no more than two (2) years old, and the owner must certify that the survey is a true and accurate depiction of the site as it presently exists, provided, however, that a new survey must be submitted in connection with any new foundation or addition to the foundation of a structure;
- (2) **Floor plans**, which are shown in 1/4” scale;
- (3) **Drawings of all affected elevations** and details shown in 1/4” scale;

**INSTRUCTION SHEET FOR  
MINOR ALTERATIONS (PAGE 2)**

- (4) **Proposed Site Plan;**
- (5) **Landscaping Plan**, including existing trees and trees proposed to be removed on the property with a trunk diameter of four (4) inches or more at a point fifty-four (54) inches above the ground, and all proposed plantings;
- (6) **Siding and Roofing Information**, including the type and color of the proposed materials indicated on 8 ½” x 11 color copies of manufacturer’s data sheets.

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**THE ARB RESERVES THE RIGHT TO REQUEST SUCH ADDITIONAL  
DOCUMENTS AS IT MAY DEEM NECESSARY IN ITS SOLE DISCRETION.**

**ALL FILINGS MUST BE COMPLETED AND SUBMITTED TO THE BUILDING  
INSPECTOR NOT LESS THAN THREE (3) WEEKS PRIOR TO THE SCHEDULED  
HEARING DATE FOR THE ARB.**

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# INSTRUCTION SHEET FOR MAJOR ALTERATION OR NEW BUILDING

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A Major Alteration is an application for construction or alteration which involves involves: (A) more than a 20% addition either to the surface area of a facade or to the floor area of a building or structure, and/or (B) more than a 15% revision of either the surface area of the front elevation (inclusive of roof area) or the facade of an existing building or structure which faces the street. In calculating the percentages in (A) and (B) in subdivision B, the size of any addition or revision made to the residence within the two years preceding the date of the application for a permit for such addition or revisions shall also be aggregated and included within these limits.

A New Building is an application for construction of a new building, structure, including an accessory building which is more than eighty square feet in size, in all residential and commercial zones.

Applicants are referred to [Article XX, Chapter 214, §214-187 of the Incorporated Village of East Hills Local Law Number] and the other relevant sections of [Article XX]. The foregoing description of “Major Alteration” and “New Building” are included for convenience of reference only. In the event of any conflict between this description and [Article XX], [Article XX] shall control.

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## **PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY. ANY APPLICATION MISSING ANY OF THE FOLLOWING WILL NOT BE PROCESSED/ACCEPTED.**

I. An **ORIGINAL** and **nine (9) copies** of the completed Village of East Hills Architectural Review Board (“ARB”) application, signed (and notarized) by the owner/agent and the architect.

II. **Application Fee** in cash or check payable to the Incorporated Village of East Hills in the following amounts (as applicable):

- |                       |            |
|-----------------------|------------|
| (a) New Building:     | \$2,000.00 |
| (b) Major Alteration: | \$500.00   |

III. **Ten (10) copies** of the following:

- (1) A **Survey** which contains all information, details and computations that are customarily shown on a survey, including but not limited to all structures, equipment, paved areas, utility lines, and easements. The survey must be no more than two (2) years old, and the owner must certify that the survey is a true and accurate depiction of the site as it presently exists, provided, however, that a new survey must be submitted in connection with any new foundation or addition to the foundation of a structure;
- (2) **Floor Plans** which are shown in 1/4” scale;
- (3) **Drawings of all affected elevations** and details shown in 1/4” scale;
- (4) **Topographical Survey** certified by a licensed surveyor with a grid at two foot (2’) intervals;

**INSTRUCTION SHEET FOR  
MAJOR ALTERATION OR NEW CONSTRUCTION (PAGE 2)**

- (5) **Site Grading and Drainage Plan** for sites which require changes in topography;
- (6) **Proposed Site Plan**;
- (7) **Landscaping Plan**, including existing trees and trees proposed to be removed on the property with a trunk diameter of four (4) inches or more at a point fifty-four (54) inches above the ground, and all proposed plantings;
- (8) **Samples** of all proposed materials and color samples of sufficient size to indicated the materials used on the exterior of the building (bring to ARB Hearing).
- (9) **Siding and Roofing Information**, including the type and color of the proposed materials indicated on 8 ½" x 11 color copies of manufacturer's data sheets.
- (10) **Color photos**, 4" x 7", mounted on 2' x 3' heavy white presentation sheets showing the existing house and all other structures and premises, and of the houses, other structures and premises on the adjacent properties and within two hundred (200) feet of the lot on which the structure for the which the building permit is requested, with a statement clearly identifying the property shown in the photo.
- (11) **Every new application which involves a New Building shall also comply with the following requirements and submit the following documents:**
  - (a) **Proposed Stormwater Drainage Plans** must be submitted not less than three (3) weeks before the schedules hearing date;
  - (b) **Color Renderings.**

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**THE ARB RESERVES THE RIGHT TO REQUEST SUCH ADDITIONAL  
DOCUMENTS AS IT MAY DEEM NECESSARY IN ITS SOLE DISCRETION.**

**ALL FILINGS MUST BE COMPLETED  
AND SUBMITTED TO THE BUILDING INSPECTOR NOT LESS THAN  
THREE (3) WEEKS PRIOR TO THE SCHEDULED HEARING DATE FOR THE ARB.**

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# INSTRUCTION SHEET FOR COMMERCIAL/ INDUSTRIAL FACADE ALTERATIONS

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A Commercial/Industrial Façade Alteration is an application to construct, reconstruct or otherwise alter the facade of any building in a Business Zone A, Business Zone B or Light Industrial Zone.

Applicants are referred to [Article XX, Chapter 214, §214-187 of the Incorporated Village of East Hills Local Law Number] and the other relevant sections of [Article XX]. The foregoing description of “Commercial/Industrial Façade Alteration” is included for convenience of reference only. In the event of any conflict between this description and [Article XX], [Article XX] shall control.

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## **PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY. ANY APPLICATION MISSING ANY OF THE FOLLOWING WILL NOT BE PROCESSED/ACCEPTED.**

I. An **ORIGINAL** and **nine (9) copies** of the completed Village of East Hills Architectural Review Board (“ARB”) application, signed (and notarized) by the owner/agent and the architect.

II. **Application Fee** in cash or check payable to the Incorporated Village of East Hills in the amount of Five Hundred Dollars (\$500).

III. **Ten (10) copies** of the following:

- (1) A **Survey** which contains all information, details and computations that are customarily shown on a survey, including but not limited to all structures, equipment, paved areas, utility lines, and easements. The survey must be no more than two (2) years old, and the owner must certify that the survey is a true and accurate depiction of the site as it presently exists, provided, however, that a new survey must be submitted in connection with any new foundation or addition to the foundation of a structure;
- (2) **Drawings of all affected elevations** and details shown in 1/4” scale;
- (3) **Topographical Survey** certified by a licensed surveyor with a grid at two foot (2’) intervals;
- (4) **Site Grading and Drainage Plan** for sites which require changes in topography;
- (5) **Proposed Site Plan**;

**INSTRUCTION SHEET FOR  
COMMERCIAL/ INDUSTRIAL FACADE ALTERATIONS (PAGE 2)**

- (6) **Landscaping Plan**, including existing trees and trees proposed to be removed on the property with a trunk diameter of four (4) inches or more at a point fifty-four (54) inches above the ground, and all proposed plantings;
- (7) **Samples** of all proposed materials and color samples of sufficient size to indicated the materials used on the exterior of the building;
- (8) **Siding and Roofing Information**, including the type and color of the proposed materials indicated on 8 ½” x 11 color copies of manufacturer’s data sheets.
- (9) **Color photos**, 4” x 7”, mounted on 2’ x 3’ heavy white presentation sheets showing the existing house and all other structures and premises, and of the houses, other structures and premises on the adjacent properties and within two hundred (200) feet of the lot on which the structure for the which the building permit is requested, with a statement clearly identifying the property shown in the photo.

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**THE ARB RESERVES THE RIGHT TO REQUEST SUCH ADDITIONAL  
DOCUMENTS AS IT MAY DEEM NECESSARY IN ITS SOLE DISCRETION.**

**ALL FILINGS MUST BE COMPLETED AND  
SUBMITTED TO THE BUILDING INSPECTOR NOT LESS THAN  
THREE (3) WEEKS PRIOR TO THE SCHEDULED HEARING DATE FOR THE ARB.**

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