

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 **MARCH 1, 2018**, the required number of copies of ARB application packets has been changed.

ELEVEN (11) sets of the application form and all supporting materials are required. **TWO (2) copies of the plans must be full sized, and NINE copies (9) of the plans must be reduced to 11" x 17"**. If tree removal is proposed, an electronic copy (.pdf format) of the landscape plan must also be submitted via email to ARB@villageofeasthills.org.

Applications to the ARB will not be accepted without prior referral by the building inspector.

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

- Application fee ___\$100 ___\$250 ___\$500 ___\$2000

Eleven (11) sets of the following (where applicable, call with questions):

- Application form
- Survey
- Site plan, elevations & floor plans (2 full sized sets, 9 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
- pdf file of landscape plan, sent via email to ARB@villageofeasthills.org

* 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.