

# 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 JULY 30 2020, the required number of copies of ARB application packets has been changed.

**TEN (10) complete and collated sets** of the application form and all supporting materials are required. TWO (2) copies of plans must be full sized, and EIGHT copies (8) of the plans must be reduced to 11" x 17". Each set must be secured with a binder clip or stapled, no paper clips please.

Applications can be submitted by mail (or FEDEX, UPS etc), or placed in the drop box at Village Hall (in a sealed envelope). There are no walk-ins while Village Hall is closed for the COVID pandemic.

Please also make sure that you retain a complete copy of everything you submit. You may subsequently be required to submit an electronic set of application materials as well (pdf).

**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

**TEN (10) sets** of the following (where applicable, call with questions):

- Application form
- Survey
- Site plan, elevations & floor plans (2 full sized sets, 8 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.)
- Photos of the existing property (showing all affected sides)
- Landscape Plan (if no changes to landscaping proposed, provide a statement in lieu)
- pdf file of landscape plan (if any), sent via email to [nfuteran@villageofeasthills.org](mailto:nfuteran@villageofeasthills.org)
- Tree removal permit application (required where tree removal is proposed)
- Color rendering (new houses only)

\* 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.