

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

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

TEN (10) complete and collated sets of the application form and all supporting materials are required (see checklist below). Each set must be secured with a binder clip or stapled, no paper clips or rubber bands please. **Uncollated and/or incomplete applications will be rejected and returned to the applicant.**

Although walk-in applications will be accepted during business hours, due to the ongoing COVID pandemic, submission of your application by mail (or FEDEX, UPS etc), or placed in the drop box at Village Hall (in a sealed envelope) is preferred.

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

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

- Application fee __\$100(misc) __\$250(minor) __\$500(major) _\$2000(new house)

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
- 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.