

VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

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



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ARCHITECTURAL REVIEW BOARD CHECKLIST

All applications must:

- Have prior referral by the Building Inspector
- Be submitted not less than three (3) weeks prior to the scheduled meeting date for the ARB
- Be complete and collated with binder clips only

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

- Application Fee: \$100 (misc.) \$250 (minor) \$500 (major) \$2,000 (new house)
- List of Email Addresses for the Homeowner(s) and Authorized Representative(s)
- Email a PDF of Landscape Plan (if any) to evaidya@villageofeasthills.org
- TEN (10)** sets of the following (***MUST BE COLLATED AND SECURED WITH BINDER CLIPS ONLY***):
 - Application form
 - Survey
 - Drawings - 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, trim, or materials that match existing)
 - Photos of the Existing Property (showing all affected sides)
 - Landscape Plan (if no changes to landscaping are proposed, provide a statement in lieu)
 - Tree Removal Permit Application (required where tree removal is proposed)
 - Color Rendering (required for 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 type of project, please contact the Building Department.

AFTER ARB application submission:

- Submit electronic set (PDF) of ALL application materials listed above to Dropbox (link will be provided via email ~2 weeks before meeting date)
 - Mark each tree to be removed (if any) with a red ribbon. **Trees must be marked a minimum of 3 weeks before the meeting date so the Village arborist can perform an inspection, or your case will be adjourned to the following month**
 - Bring presentation materials and samples of siding, roofing, trim, stone, etc. to the meeting
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- As per the ARB application, members of the Architectural Review Board, the Building Inspector of the Village of East Hills and legal counsel to the Architectural Review Board may enter upon and inspect your property prior to the meeting.
 - Please be advised that in accordance with Village Code, applicants are responsible for the cost of inspection by the Village arborist for all tree removals associated with their hearing. These costs are billed separately by the Village to the applicant following the hearing, and must be collected on issuance of the building permit.
 - Please call the Building Department with any questions.