



VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 Harbor Hill Road, East Hills, New York 11576
Telephone (516) 621-5600 • Fax (516) 625-8736

ARCHITECTURAL REVIEW BOARD APPLICATION 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, collated and securely bound (rolled plans or uncollated packets will not be accepted)

Checklist of required materials for *most* ARB application submissions*:

- Application Fee \$100 (Tree Removal/Misc.) \$300 (Minor) \$600 (Major) \$2,000 (New Home)
 \$250 (Changes to existing decision/amendment) \$1,000 (Commercial)
- 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 next available meeting**
- Submit **TEN (10)** sets (*1 original & 9 copies*) of the following (**MUST BE COLLATED AND SECURED**)
 - ARB Application Form (4 Pages)
 - NYS Short Environmental Assessment Form (3 Pages)
 - Tree Removal Permit Application (required where tree removal is proposed)
 - Property Survey (must show topography for additions & new construction)
 - Drawings - site plan, elevations, floor plans, etc. (2 full sized sets, 8 sets reduced to 11" x 17")
 - Landscape Plan showing proposed tree removal and replacement where applicable. If no changes to landscaping are proposed, provide a statement in lieu. (2 full sized sets, 8 sets reduced to 11" x 17")
 - Photos of the existing property showing all affected sides (on letter sized paper)
 - Color Rendering (required for new houses)
 - Manufacturer's data sheets (color copies showing selection for doors, garage doors, windows, columns, etc. Not required for siding, roofing, trim, or materials that match existing)

*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.

It is the applicant's responsibility to retain an electronic copy (pdf) of each and every page of your application packet.

AFTER ARB application submission:

- Submit electronic set (PDF) off ALL application materials listed above to Dropbox (link will be provided via email upon submission). **Materials must be uploaded a minimum of 2 weeks before the meeting date, or your case will be adjourned to the next available meeting**
- Bring presentation materials, photos of neighboring properties, and samples of siding, roofing, trim, stone, etc. to the meeting

- 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.