

Village of Great Neck

BUILDING DEPARTMENT



ARCHITECTURAL REVIEW CHECKLIST

Owner _____ Telephone _____

Owner Address _____

Applicant/Contact _____ Telephone _____

Address _____

CHECKED FOR OPEN VIOLATIONS/SUMMONS _____ INITIAL _____

_____ Original & (1) copy of Complete & Notarized Application.

_____ Original hardcopy plans stamped to proceed to the Architectural Review Board

_____ Plans and related filed and documents on USB drive.

_____ Non-Refundable filing fee of \$250.00 in cash or check made payable to the Village of Great Neck.

_____ Two (2) Shadow/Solar Study (IF APPLICABLE) **

_____ Two (2) Sets of clear color pictures of subject property & neighboring properties. ***

_____ Two (2) Sets of clear color pictures of subject property showing AC compressor and required screening (AC compressor application only).

_____ Two (2) three-dimensional color rendering of all "new" construction (any alteration/addition which represent 50% + is considered new)

_____ Two (2) recent survey maps (1 year) with Nassau County Datum

_____ Two (2) Radius Maps (200' radius)- NEW HOUSES

_____ Two (2) Accurate list of names and address of the owners of all properties abutting the subject property, as well as the six nearest owners of properties across the street- ALL OTHER PROJECTS.

_____ Two (2) sets of mailing lists with sample letter

_____ Two (2) Copies of Board Resolutions (If Applicable).

_____ Two (2) Landscape plans (If Applicable).

PLEASE PROVIDE ORIGINAL & EIGHT COPIES OF ANY MIDDLE NECK RD PROJECTS

These are the minimum requirements to be heard by the Architectural Review Committee, if any are missing, your application will not be accepted.

To be heard at the meeting, the following additional items are required:

_____ Affidavit of mailing must conform to mailing criteria of not more than 20 days, not less than 10 days.

_____ **Sample Board** (All Materials, with manufacturer, model and color must be affixed to a rigid surface if applicable).

IF YOU HAVE ANY OUTSTANDING SUMMONS OR VIOLATIONS OR IF YOU OWE THE VILLAGE OF GREAT NECK ANY FEES, YOU MAY NOT BE HEARD UNTIL AND UNLESS THESE ISSUES ARE RESOLVED.

DATE: _____

APPLICANTS SIGNATURE: _____

FOR YOUR INFORMATION

GENERAL MUNICIPAL LAW, SECTION 809 PROVIDES AS FOLLOWS:

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license, or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he/she, spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:
 - A. Is the applicant, or
 - B. Is an officer, director, partner, or employee of the applicant, or
 - C. Legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - D. Is a party to an agreement with such an applicant, express or implied, whereby he/she may receive any payment or other benefit, whether for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

3. In the County of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. "Party Officer" shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the election law.

4. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York stock Exchange or American Stock Exchange shall not constitute an interest for the purpose of this section.

5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.



Village of Great Neck

VILLAGE OF GREAT NECK ARCHITECTURAL REVIEW COMMITTEE INSTRUCTIONS SHEET

PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY

ANY APPLICATIONS MISSING ANY OF THE FOLLOWING WILL NOT BE ACCEPTED

- I. Submitted an ORIGINAL and one (1) copy of the Village of Great Neck Architecture Review Committee application with FORM #1 & FORM #2 properly signed. In addition, ALL REQUIREMENTS FOR APPLICATION MUST BE MADE INTO A PDF AND PUT ON A THUMBDRIVE.
- II. Paid fee of Two Hundred Fifty (\$250) Dollars.
- III. Submitted two (2) paper prints of the proposed construction, to scale and covering the entire holding showing:
 - a. Name, address of record owner.
 - b. Name, license number and seal of licensed engineer or land surveyor, architect.
 - c. Nassau County Land Map- Section, Block & Lot numbers. North arrow and scale (1" =20ft for Key Map) (1" =10 feet Site Plan & Landscape).
 - d. Zoning Use District. If more than one district, the exact boundary lines of the districts.
 - e. Location and types of sidewalks, curb, and pavement on existing streets.
 - f. All plans must be folded to approximately 10"X12" dimensions showing the following.
 1. Zoning Analysis*
 2. All Floor Plans*
 3. Two Building Cross Sections*
 4. Building Elevations. Render Elevations showing shape and shadows*.
 5. Site plan including Landscape plan existing and proposed*
 6. Grade Elevations existing and proposed*
 7. **UP-TO-DATE SURVEY (less than one (1) year old or Licensed Surveyor Certification.) with Nassau County Datum*.**
 8. Retaining walls if needed*
 9. List of All exterior materials and colors.
 10. All applications must be submitted not less than fifteen (15) days prior to the meeting date.
 11. SEAL- signed by the Architect- Code-575-177. The approved plan shall bear the legend "Approved by Architectural Review Committee Village of Great Neck" with the date of approval signature of at least one committee member*.
 12. Code 575-177- Trees- **THE PLANS SUBMITTED SHALL AT LEAST INCLUDE:** architectural renderings accurately depicting the building and topography and landscaping of the site; identifying all materials incorporated in exterior surfaces of the building and an accurate survey of the site locating all trees

having a diameter of at least 6 inches at a height of 4 feet 6 inches above ground at the base of the tree*.

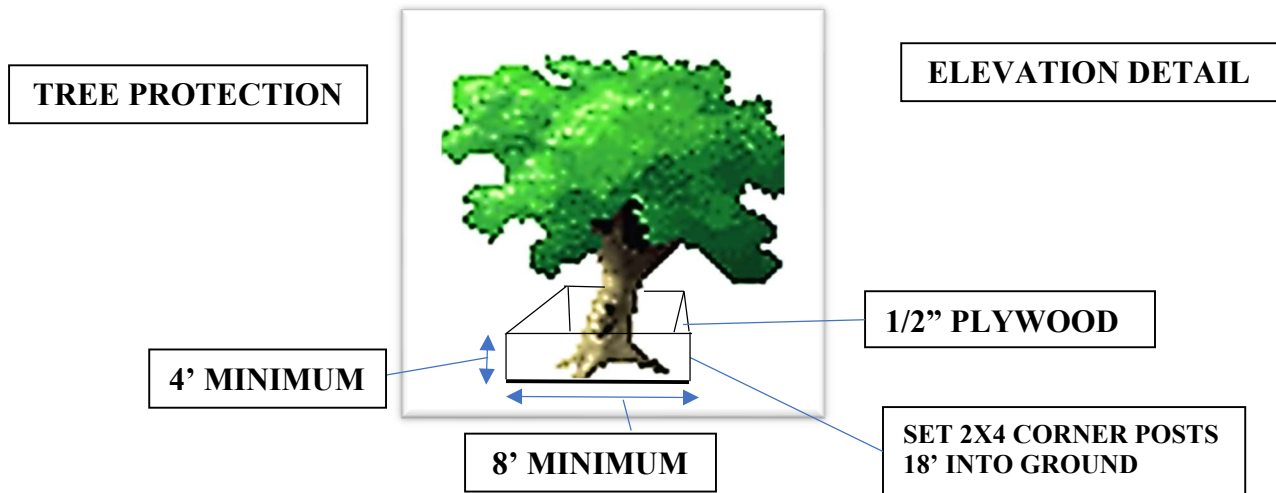
13. For siding replacement or any other non- structural construction work, you need only provide 2 sets of photos of your house (all sides) and 2 sets of samples of the proposed siding or other non-structural improvements.

- IV. Submitted (2) sets of color photographs to include:
 - a. Two houses on either side of the construction.
 - b. Five houses in front of the construction.
 - c. Five houses at the rear of the construction.
 - d. If the alternation or new construction is within a corner property line, then all existing corner properties must be shown.
 - e. For alterations or renovations of existing structure provide pictures of ALL elevations
- V. Submitted (2) copies of each resolution of the Board of Trustees, Board of Zoning & Appeals and Planning Board that are specific to this property.
- VI. Application must be submitted to the Building Department for review by the Superintendent according to the approved schedule available at the Building Department.
- VII. §575-181. Notices (amended by local law 5 of 2013)
 - A. Before an application may be heard by the committee for the construction of a new house, a complete and accurate list of the names and addresses, as shown on the most recent Village assessment roll, of the owners of all the lands who fall within all properties within a 200-foot radius of your lot shall be submitted simultaneously with the application. Before an application may be heard by the committee for any application other than a new building, a complete and accurate list of the names and addresses, as shown on the most recent Village assessment roll of the owners of all properties abutting the subject property as well as the six nearest owners of properties across the street or road shall be submitted simultaneously with the application.
 - B. **The applicant shall send, by first class mail, to each owner shown on said list, stating on the envelope the name of the owner and then the words “or current resident” not less than ten nor more than twenty days before the date set for a hearing upon the application.** a notice, signed by or on behalf on the applicant, identifying the property affected thereby and setting forth the nature of the application and the date, time, and place fixed by the Committee for the hearing thereon, and enclosing therein a copy of §575-178 of this Article.
 - C. Before such case may be heard by the committee, the applicant must file with the Clerk of the Committee, not later than three days prior to the hearing date, an affidavit of the mailing of such notices as herein provided. Said affidavit shall be made on forms provided by the Village.
- VIII. For Outdoor Compressors and/or Electric Generators **ONLY**
 - A. Per §575-170.2 and/or §575-170.3 of the Village Code regarding notices, in addition to such other notice as may be required by the Committee of Architectural Review, notice of the application shall be given by the applicant to the owners of all of the properties adjacent to the yard wherein the compressor and/or electric generator is located or wherein the applicant proposes to locate the compressor and to each other owner of property within 20 feet of the location of the proposed compressor, if any, **by both certified mail, return receipt requested, and first class mail.**

GUIDELINES

SECTION 575-179 CODE

- A. **PURPOSE OF THESE GUIDELINES-** These guidelines are intended to facilitate the design review process by encouraging certain design characteristics which are deemed appropriate in achieving the standards set forth in above-referenced. In rendering its adjustments, the Committee remains at liberty to depart from, and may invoke, standards which are not encompassed within these guidelines. Approval by Architectural Review Committee (AARC \cong) is required prior to the Building Department issuing any building permits.
- B. **MASSING**
1. Comply with Zoning Regulations.
- C. **MATERIALS**
1. Design should rely on a limited palette of materials. It is preferred that on material, such as brick or wood, be used for the body of the building. These surfaces should be relieved by their trim, colors, and decorative elements such as shutters, molding, or other decorative ornamentation.
 2. The Committee strongly encourages the use of durable and enduring materials with proven performance. Cladding and roof systems will be reviewed for durability and the quality of their technical design as well as their appearance.
 3. **The Committee shall require submission of samples of the roofing, siding, brick, and paint colors. All samples shall be submitted on rigid substrate or a sample board. Approved board will remain with Village until Certificate of Completion/Occupancy is issued. Board is to identify each material, its horizon. Identify location of site on the board.**
- D. **LANDSCAPING**
1. The use of evergreen material (e.g., Pine, cedar, hemlock, holly, laurel, yew, pachysandra, myrtle, etc.) is encouraged to ensure that any planned visual buffers function effectively year-round. New deciduous trees must be a minimum three-inch (3") caliber.
 2. Trees shall be protected for their entire circumference by strapping of timbers, dimensional lumber, or other such devices to extend from the tree trunk out to the drip edge line of said tree. The protection of the tree trunk shall extend to a minimum height of four feet (4') above grade and a minimum of eight feet (8') around the base of the tree.



3. All exposed roots or roots close to grade to be protected by planking over roots.
 4. Site plans must include topographical contours and said contours must conform to adjacent properties.
- E. **GARAGES-** If located in a front elevation of a residential building, the door or doors of a garage shall not have a total horizontal dimension which exceeds fifty percent (50%) of the horizontal dimension of the front elevation of the residential building.
- F. **MECHANICAL EQUIPMENT-** Exterior mechanical equipment should be indicated on all drawings and should be properly shielded from view of all streets and adjacent properties, with evergreen materials to shield said mechanical units.
- G. **COLOR Amended by local law 5 of 2013** – The committee encourages the use of colors, singularly or in combination, which are consistent with the visual character of the existing buildings and landscapes of the village. Strident color schemes or colors which complete with those of the natural landscape are strongly discouraged. Applicants seeking to replace horizontal siding with horizontal painted wood or horizontal painted fiber cement “clapboard or shingle” siding may request a waiver from ARC approval upon written request to the Building Inspector and may proceed to replace the siding provided that the Building Inspector approves the material and paint color in writing.
- H. **STYLE**
1. In general, adjacent structures shall not be identical nor mirror images of one another.
 2. The massing and style chosen for buildings should be suitable and appropriate within the context of adjacent existing buildings.
 3. Within any submitted design, the massing, size and shape of all openings, decorative trim and ornamentation should be stylistically consistent.

**APPLICATION
ARCHITECTURAL REVIEW COMMITTEE
VILLAGE OF GREAT NECK**

CASE NUMBER: _____ FEE: _____ RECEIVED BY: _____

I, the undersigned, as Architect for the application known as _____

ADDRESS OF SUBJECT PREMISES

Have accomplished the steps listed in the instruction sheet which are essential for consideration of this plan.

SECTION _____ BLOCK _____ LOT _____ ZONING _____

OWNER NAME: _____ Phone no: _____

Location Address: _____

Applicant _____ Phone Number _____

Address: _____

Application is hereby made to the Architectural Review Committee of the Village of Great Neck for the approval of the detailed statement and drawings herewith submitted for the construction herein described: State proposed work in detail:

Area of Existing Building. _____ Sq. Ft. Area of New Building _____ Sq. Ft.

Area of Addition to Existing Building. _____ Sq Ft.

Percentage of Lot Covered Existing _____ Proposed _____

Give Yard Dimensions: (At Narrowest Point): _____ Area of Lot _____ Sq Ft.

a) Front Yard _____ b) Side Yard _____

c) Side Yard _____ d) Rear Yard _____

Height of Existing Building _____ Ft. Height of Building Proposed _____ Ft.

Number of Stories Existing _____ Number of Stories Proposed _____

(Certification on the following page)

**APPLICATION
ARCHITECTURAL REVIEW COMMITTEE
VILLAGE OF GREAT NECK
Certification Page**

I hereby state that I am the architect of the plans submitted with the application and that I have been authorized to submit these plans by the owner of the above referred to property. I further certify that the plans submitted comply with all applicable Local Laws, ordinances, and Regulations of the Village of Great Neck. I further state that I am aware that I am required to present at the scheduled meeting of the Architectural Review Committee on behalf of this application.

NAME OF ARCHITECT (PRINT)

ADDRESS OF ARCHITECT

SIGNATURE OF ARCHITECT

Notary Acknowledgement

State of New York)
) ss:
County of Nassau)

On the _____ day of _____ in the year 20____, before me, the undersigned notary public, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within application and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on this application.

NOTARY PUBLIC

**VILLAGE OF GREAT NECK
ARCHITECTURAL REVIEW COMMITTEE**

AFFIDAVIT TO BE COMPLETED BY AGENT

STATE OF NEW YORK)
) ss:
COUNTY OF NASSAU)

_____, being duly sworn, deposes and says that he/she is the agent names in the foregoing application, that he/she has been duly authorized by the owner in fee to make such application and that the foregoing statements are true to the best of his/her knowledge and belief.

Agent Signature

Sworn to this _____ day of _____, 20_____.

NOTARY PUBLIC

**IF THE ABOVE AFFIDAVIT IS COMPLETED, THE OWNER MUST SIGN THE
AFFIDAVIT BELOW GIVING AGENT AUTHORIZATION**

STATE OF NEW YORK)
) ss:
COUNTY OF NASSAU)

_____, being duly sworn, deposes and says that he/she resides at _____ in the County of _____, State of _____, that he/she is the owner of property located at _____, which is the subject premises described in the foregoing application, shown on the Nassau County Land and Tax Map as Section _____, Block _____, Lot(s) _____, that he/she has authorized _____ to make the foregoing application and that the statements of face contained in the foregoing application are true.

Owner's Signature

Sworn to this _____ day of _____, 20_____.

NOTARY PUBLIC

**VILLAGE OF GREAT NECK
ARCHITECTURAL REVIEW COMMITTEE**

I, _____ (property owner), hereby authorize the members of the Architectural Review Committee, the Building Inspector(s) of the Village of Great Neck and legal counsel to the Architectural Review Committee to enter upon and inspect my property for the Architectural Review Committee to render determination with regard to this application.

Owner's Signature & Date

617.20
Appendix B
Short Environment Assessment Form

Instructions for Completing

Part 1- Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding are subject to public review and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1- Project and Sponsor Information		
Name of Action or Project:		
Project Location (describe, and attach a location map):		
Brief Description of Proposed Action:		
Name of Applicant or Sponsor:		Telephone:
Address:		Email:
City/PO:	State:	Zip Code:

	NO	YES
1. Does the Proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval, or funding from any other governmental agency? If yes, list agency(s) name and permit or approval:	<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ Acres		
b. Total acreage to be physically disturbed? _____ Acres		

c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ Acres
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland

	NO	YES	N/A
5. Is the proposed action, a. permitted use under the zoning regulations?			
b. Consistent with the adopted comprehensive plan?			

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		

	NO	YES
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If yes, Identify: _____ _____		

	NO	YES
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		
b. Are public transportation service(s) available at or near the site of the proposed action?		
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		

	NO	YES
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____		

	NO	YES
10. Will the proposed action connect to an existing public/private water supply? If no, describe method for providing wastewater treatment: _____ _____ _____		

	NO	YES
11. Will the proposed action connect to existing wastewater utilities? If no, describe method for providing wastewater treatment:		

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	NO	YES
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		
b. Is the proposed action located in an archeological sensitive area?		

	NO	YES
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state, or local agency?		
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If yes, identify the wetland or waterbody and extend of alterations in square feet or acres: _____ _____		

14. Identify the typical habitat types that occur on or are likely to be found on the project side. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban
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	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by State or Federal government as threatened or endangered?		
16. Is the project site located in the 100-year flood plain?		

	NO	YES
17. Will the proposed action create storm water discharge, either from point or non-point sources?		
a. Will storm water discharges flow to adjacent properties?		
b. Will storm water discharges be directed to establish conveyance systems (runoff and storm drains)? If yes, briefly describe: _____ _____ _____		

	NO	YES
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g., retention pond, waste, lagoon, dam)? If yes explain purpose and size: _____ _____ _____		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If yes, describe: _____ _____ _____		

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If yes, describe: _____ _____		
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/Sponsor name: _____ Signature: _____ Date: _____		

Part 2- Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions, the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	NO/SMALL IMPACT MAY OCCUR	MODERATE /LARGE IMPACT MAY OCCUR
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking, or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonable available energy opportunities?		
7. Will the proposed action impact existing: a. public/private water supplies? b. public/private wastewater treatment utilities?		

8. Will the proposed action impair the character or quality of important historic, archaeological, architectural, or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora, and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding, or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3- Determination of Significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur” or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope, and magnitude. Also consider the potential for shower-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

NAME OF LEAD AGENCY

DATE

PRINT NAME OF RESPONSIBLE OFFICER IN LEAD AGENCY

TITLE OF RESPONSIBLE OFFICER

SIGNATURE OF RESPONSIBLE OFFICER IN LEAD AGENCY

SIGNATURE OF PREPARER (IF DIFFERENT FROM
RESPONSIBLE OFFICER)

**LETTERHEAD OF APPLICANT
VILLAGE OF GREAT NECK**

NOTICE TO PROPERTY OWNERS

TO: _____

PLEASE TAKE NOTICE THAT the undersigned has made application to the Architectural Review Committee of the Village of Great Neck for:

At: Street Location: _____

Owners Name: _____

Described on the Nassau County Land & Tax Map as:

Section _____ Block _____ Lot(s) _____ Zone _____

A public meeting will be held by the Architectural Review Committee on this application in accordance with Section 575-178 of the Village code at the Village Hall, 767 Middle Neck Road, Village of Great Neck, New York on, _____, 20_____ at 7:00 PM.

This notice is sent to you by mail in accordance with the provisions of Article XV, Chapter 575-181(B) of the code of the Village of Great Neck.

APPLICANT SIGNATURE

Dated at: _____

On this _____ day of _____, 20_____

**VILLAGE OF GREAT NECK
ARCHITECTURAL REVIEW COMMITTEE**

Has this application been before this or any other Board of the Village of Great Neck previously?

No _____ Yes _____

If yes, you must attach a copy of the decision **AND** one set of board approved plans.

Name of Board _____

Date _____

SIGNATURE OF OWNER/APPLICANT

DATE

