

Village of Great Neck

BUILDING DEPARTMENT



ARCHITECTURAL REVIEW CHECKLIST

Owner _____ Telephone _____

Owner Address _____

Applicant/Contact _____ Telephone _____

Address _____

CHECKED FOR OPEN VIOLATIONS/SUMMONS _____ INITIAL _____

_____ Original & One copy of Complete & Notarized Application & all files 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 & SIX 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 UNTILL AND UNLESS THESE ISSUES ARE RESOLVED.

DATE: _____

APPLICANTS SIGNATURE: _____

**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 _____

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.

Sworn to me this _____

Day of _____, 20_____.

NOTARY PUBLIC

SIGNATURE OF ARCHITECT

NAME OF ARCHITECT (PRINT)

ADDRESS

NOTARY PUBLIC

**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, Great Neck, New York on, _____, 20____ at 7:30 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

Dated at: _____

_____ 20 _____

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

SIGNATURE

Sworn to before me this _____

Day of _____, 20_____

NOTARY PUBLIC

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

CASE NUMBER: _____ FEE: _____ RECEIVED BY: _____

I, the undersigned, as Architect for the application known as _____
ADDRESS OF SUBJECT PREMISES

Have accomplished the steps listed below which are essential for consideration of this plan.

- I. Submitted an ORIGINAL and two (2) copies 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 seven (7) 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*. All plans must be approved by the Building Dept. before any further action is taken on your part and before any notice is sent to the residents.
 - 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 1 set of samples of the proposed siding or other non-structural improvements.
- IV. Submit Two (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 Two (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 at least three weeks prior to the expiration date for submittal for the next Architectural Review Committee meeting. (For example, the 1st Tuesday of the month is the expiration date for the next ARC meeting which takes place on the fourth (4) Tuesday of the month.)
- 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

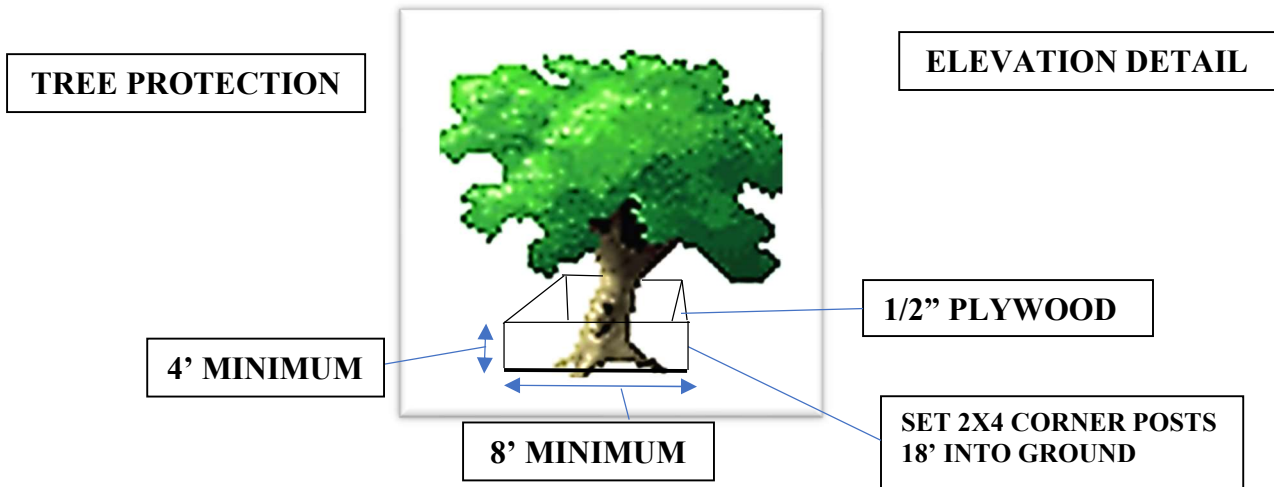
shown on the most recent Village assessment roll of the owners of all properties abutting the subject property as well as the six nearest owners of properties across the street or road shall be submitted simultaneously with the application.

- 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 fifteen nor more than thirty 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 heading 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.

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 ≅) 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.