

**VILLAGE OF GREAT NECK ARCHITECTURAL REVIEW COMMITTEE
INSTRUCTION SHEET**

**PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY. ANY
APPLICATION MISSING ANY OF THE FOLLOWING WILL NOT BE ACCEPTED.**

CASE NO: _____ 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 six (6) copies of the Village of Great Neck Architectural Review Committee application with Form #1 and Form #2 properly signed.
- II. Paid fee of Two Hundred Fifty (\$250.00) 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 and Lot Numbers. North arrow and scale (1"=20 feet 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 sidewalk, 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 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 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 7 sets of photos of your house (all sides) and 7 sets of samples of the proposed siding or other non-structural improvements.

**VILLAGE OF GREAT NECK ARCHITECTURAL REVIEW COMMITTEE
INSTRUCTION SHEET
(CONTINUED)**

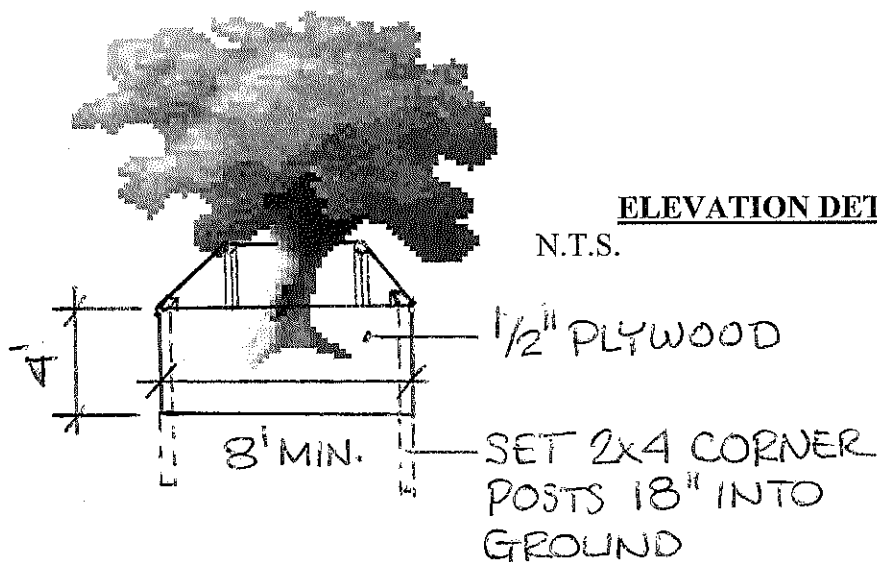
- IV. Submitted seven (7) sets of color photographs to include:
- a. Two houses on either side of the construction.
 - b. Five houses in front of the construction.
 - c. Five houses at the rear of the construction.
 - d. If the alteration or new construction is within a corner property line, than all existing corner properties must be shown.
 - e. For alterations or renovations of existing structure provide pictures of ALL elevations
- V. Submitted seven (7) 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 Commissioner at least three weeks prior to the expiration date for submittal for the next Architectural Review Committee meeting. (For example: the 4th Monday of the month is the expiration date for the following month meeting of the ARC which takes place on the second 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 of 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.

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 one 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. In particular 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 insure 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 so as to extend from the tree trunk out to the drip edge line of said tree. The protection on the tree trunk shall extend to a minimum height of four feet (4') above grade.

TREE PROTECTION



GUIDELINES (CONTINUED)

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 compete 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.