ARCHITECTURAL REVIEW CHECKLIST

Owner ___________________________ Telephone ___________________________
Owners Address

Applicant/Contact ___________________________ Telephone # ___________________________
Address ___________________________

CHECKED FOR OPEN VIOLATIONS/SUMMONS INITIAL

ORIGINAL & SIX COPIES OF COMPLETE & NOTARIZED APPLICATION.

NON REFUNDABLE FILING FEE OF $250.00 IN CASH OR CHECK MADE PAYABLE TO THE VILLAGE OF GREAT NECK.

SEVEN (7) SETS OF PLANS SHOWING ALL ELEVATIONS LISTING MATERIALS, COLORS & MANUFACTURERS***

SEVEN (7) SHADOW/SOLAR STUDY (IF APPLICABLE)***

SEVEN (7) SETS OF CLEAR COLOR PICTURES OF SUBJECT PROPERTY AND NEIGHBORING PROPERTIES ***

SEVEN (7) SETS OF CLEAR COLOR PICTURES OF SUBJECT PROPERTY SHOWING AC COMPRESSOR AND REQUIRED SCREENING (AC COMPRESSOR APPLICATIONS ONLY)

SEVEN (7) THREE DIMENSIONAL COLOR RENDERING OF ALL "NEW" CONSTRUCTION (ANY ALTERATION/ADDITION WHICH REPRESENT 50%+ IS CONSIDERED NEW)

SEVEN (7) RECENT SURVEY MAPS (1 YEAR) WITH NASSAU COUNTY DATUM

SEVEN (7) RADIUS MAPS (200' radius) - NEW HOUSES

SEVEN (7) ACCURATE LIST OF NAMES AND ADDRESSES 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

SEVEN (7) SETS OF MAILING LISTS WITH SAMPLE LETTER

SEVEN (7) COPIES OF BOARD RESOLUTIONS (IF APPLICABLE)

SEVEN (7) LANDSCAPE PLANS (IF APPLICABLE)

PLEASE PROVIDE ORIGINAL & EIGHT (8) COPIES OF ANY MIDDLE NECK ROAD 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 30 DAYS, NOT LESS THAN 15 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 VIOLATION OR IF YOU OWE THE VILLAGE OF GREAT NECK ANY FEES, YOU MAY NOT BE HEARD UNLESS THESE ISSUES ARE RESOLVED.

APPLICANTS SIGNATURE ___________________________

REVISED 02/20/14
APPLICATION
ARCHITECTURAL REVIEW COMMITTEE
INCORPORATED VILLAGE OF GREAT NECK

CASE NO: __________________  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 ___________________________  Address ___________________________

Phone ___________________________

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 BLDG. __________ SQ.FT.  AREA OF NEW BUILDING __________ SQ.FT.

AREA OF ADDITION TO EXISTING BLDG. ___________ SQUARE FEET

% 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 ___________  Signature of Architect ___________________________

Notary Public ___________________________  Name of Architect (Print) ___________________________

____________________________  Address ___________________________

REvised 02/24/14
VILLAGE OF GREAT NECK ARCHITECTURAL REVIEW COMMITTEE
NASSAU COUNTY, NEW YORK

**AFFIDAVIT TO BE COMPLETED BY AGENT OR OWNER**

STATE OF NEW YORK)
COUNTY OF NASSAU) SS:

being duly sworn, deposes and says that he/she is the agent named in the foregoing application
for consideration of layout, 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.

(Signed)

Sworn to this _________________________
Day of __________, 20_________

Notary Public

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

**AFFIDAVIT TO BE COMPLETED BY OWNER**

GIVING AGENT AUTHORIZATION

STATE OF NEW YORK)
COUNTY OF NASSAU) ss:

being duly sworn, deposes and says that
he/she resides at __________________________________ in the County of ________________, State
of __________________: that he/she is the owner of ____________________________________________ 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 fact
contained in the foregoing application are true.

(Signed)

Sworn to me this _______________________

day of __________, 20_________

Notary Public

VILLAGE OF GREAT NECK

I hereby authorize the members of the Architectural Review Committee, the Building Inspector of the Village and
legal counsel to the Architectural Review Committee to enter upon and inspect my property to the Architectural
Review Committee rendering a determination with regard to this application.

REVISED 02/24/14
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 any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<table>
<thead>
<tr>
<th>Part 1 - Project and Sponsor Information</th>
</tr>
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<tbody>
<tr>
<td>Name of Action or Project:</td>
</tr>
<tr>
<td>Project Location (describe, and attach a location map):</td>
</tr>
<tr>
<td>Brief Description of Proposed Action:</td>
</tr>
<tr>
<td>Name of Applicant or Sponsor:</td>
</tr>
<tr>
<td>E-Mail:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City/PO:</td>
</tr>
</tbody>
</table>

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.

2. Does the proposed action require a permit, approval or funding from any other governmental agency? If Yes, list agency(ies) name and permit or approval.

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.
   □ Urban  □ Rural (non-agriculture)  □ Industrial  □ Commercial  □ Residential (suburban)
   □ Forest  □ Agriculture  □ Aquatic  □ Other (specify): ___________________________
5. Is the proposed action,  
   a. Permitted or under the zoning regulations?  
   b. Consistent with the adopted comprehensive plan?  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
<th>N/A</th>
</tr>
</thead>
</table>

6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?  
If Yes, identify:  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

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?  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

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:  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

10. Will the proposed action connect to an existing public/private water supply?  
If No, describe method for providing potable water:  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

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 archaeological sensitive area?  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

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 extent of alterations in square feet or acres:  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:  
- Shoreline  
- Forest  
- Agricultural/Grasslands  
- Early mid-successional  
- Wetland  
- Urban  
- Suburban  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

16. Is the project site located in the 100-year flood plain?  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

17. Will the proposed action create storm water discharge, either from point or non-point sources?  
If Yes,  
   a. Will storm water discharges flow to adjacent properties?  
   b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?  
If Yes, briefly describe:  

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

Page 2 of 4
13. 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:

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
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<tbody>
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</table>

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:

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
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<tbody>
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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:

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
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</table>

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Applicant/sponsor name: ___________________________ Date: ___________________________
Signature: ___________________________

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of 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?”

<table>
<thead>
<tr>
<th>No, or small impact may occur</th>
<th>Moderate to large impact may occur</th>
</tr>
</thead>
</table>

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 impact 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, hiking or walkway?

6. Will the proposed action cause an increase in the use of energy and fail to incorporate reasonably available energy conservation or renewable 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 impact 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)?

Page 3 of 4
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?

| No, or small impact may occur | Moderate to large impact may occur |

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, flesh potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-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.

<table>
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<tr>
<th>Name of Lead Agency</th>
<th>Date</th>
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</table>

| Print or Type 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) |

Page 4 of 4
AFFIDAVIT OF Mailing of NOTICE
NEW HOUSE

STATE OF NEW YORK )
COUNTY OF NASSAU )

________________________________________ being duly sworn, deposes and says:

1. As required by Article XV, Architectural Review, Chapter 575-181 of the Code of the Incorporated
Village of Great Neck, I have submitted with my application for a building permit a complete and
accurate list of the names and addresses of the owners of all the lands within a radius of 200 feet of the
property affected by such application.

2. On ______________________, I sent by first class U.S. Mail to each owner of said list and at the
addresses indicated on said list, a color rendering of the proposed project and a copy of the Notice
to Property Owners annexed hereto identifying the property affected thereby.

________________________________________

Sworn to before me this __________ day
of ________________, 20________.

________________________________________
NOTARY PUBLIC

REVISED 02/24/14
AFFADAVIT OF MAILING OF NOTICE

STATE OF NEW YORK )
COUNTY OF NASSAU )

being duly sworn, deposes and says:

1. As required by Article XV, Architectural Review, Chapter 575-181 of the Code of the Incorporated Village of Great Neck, I have submitted with my application for a building permit a complete and accurate list of the names and addresses of the owners of all the lands of abutting properties as well as the six nearest properties across the street from the property affected by such application.

2. On ________________, I sent by first class U.S. Mail to each owner of said list and at the addresses indicated on said list and a copy of the Notice to Property Owners annexed hereto identifying the property affected thereby.

______________________________________

Sworn to before me this _______________ day
of ____________________, 20________.

______________________________
NOTARY PUBLIC

REVISED 02/24/14
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, 61 Baker Hill Road, Great Neck, New York on, ___________20__________ at 7:30 P.M.

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
(PLANNING BOARD) (BOARD OF APPEALS) (BOARD OF TRUSTEES)
(COMMITTEE OF ARCHITECTURAL REVIEW)
VILLAGE OF GREAT NECK

In the Matter of the Application of


STAGE OF NEW YORK)
COUNTY OF NASSAU


being duly sworn, deposes and says:

1. I am the (applicant with respect to) (owner of the premises which are the subject of) the attached application.

2. I make this affidavit for the purposes of complying with the requirements of General Municipal Law Section 809.

3. No officer of the State of New York, and no officer or employee of the County of Nassau, the Town of North Hempstead, or the Village of Great Neck, and no party officer of any political party, has an interest in the attached application within the meaning of General Municipal Law Section 809, except as stated hereinafter (if none, state "NONE"): 

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Position</th>
<th>Nature of Interest</th>
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</table>

Sworn to before me this ___________________________ day of _______________ 20__

Signature

225692-1
225692-1
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 a applicant, express or implied, whereby he/she may receive any payment or other benefit, whether or not 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 purposes of this section.

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