



Village of  
**Roslyn Estates**

25 The Tulips  
Roslyn Estates, NY 11576

Tel: 516-621-3541 ♦ Fax: 516-621-3109  
[www.villageofroslynestates.com](http://www.villageofroslynestates.com)

Fees / Deposits  
(Revised January 2023)

**Residential**

**Building Permit**

\$125 fee (9 months)+ \$100 for c/o = \$225  
c/o fee for new dwelling = \$500  
\$15 for every \$1,000 cost of construction  
and/or demolition.

**Commercial**

**Building Permit**

\$200 fee (9 months) + \$250 for c/o = \$450  
c/o fee for new commercial building = \$1000  
\$20 for every \$1,000 cost of construction  
and/ or demolition

**Revised Renewal Fees (as of November 10, 2014)**

A building permit may be extended by the Building Inspector for not more than four three-month extension periods, upon written application.

(For more information see Village of Roslyn Estates Village Code, Section 69-7 (D))

**Residential: cost of construction \$100,000(-)**

1<sup>st</sup> Renewal fee = \$125  
2<sup>nd</sup> Renewal fee = \$250  
3<sup>rd</sup> Renewal fee = \$500  
4<sup>th</sup> Renewal fee = \$750

**Commercial:**

1<sup>st</sup> Renewal fee = \$175  
2<sup>nd</sup> Renewal fee = \$300  
3<sup>rd</sup> Renewal fee = \$750  
4<sup>th</sup> Renewal fee = \$1250

**Residential: cost of construction \$100,000(+)**

1<sup>st</sup> Renewal fee = \$250  
2<sup>nd</sup> Renewal fee = \$500  
3<sup>rd</sup> Renewal fee = \$1000  
4<sup>th</sup> Renewal fee = \$1500

**Commercial:**

1<sup>st</sup> Renewal fee = \$350  
2<sup>nd</sup> Renewal fee = \$600  
3<sup>rd</sup> Renewal fee = \$1500  
4<sup>th</sup> Renewal fee = \$2500

**ARB**

1. **New building:** involves over 50% alteration/demo of existing building or new building \$1500.
2. **Major:** An alteration involving more than 15% of the front façade and/or more than 25%-50% of existing building \$850 excluding siding and window replacement.
3. **Minor:** under 15% of front elevation and/or less than 25% renovation of existing building, including siding and window replacement. \$400
4. **Other:** All other applications: \$100.

**BZA- Residential**

\$350 – permit fee  
\$1500 escrow deposit for BZA expenses

**BZA - Commercial**

\$500 – permit fee  
\$2500 escrow deposit for BZA expenses

- All plans must be 24' x 36' sheets with ¼ inch floor plans and elevations.
- All building permit and BZA applications must include a recent survey (maximum 6 months old) with every application.
- BZA meets every 3<sup>rd</sup> Wednesday of the month at 7:30 p.m.
- 12 sets: collated / folded plans and application must be submitted 45 days prior to the meeting.
- **BZA Plan Requirements:** site plan, elevations, floor plans, survey\* and existing floor conditions. \*Max. 6 months old
- ARB meets every 4<sup>th</sup> Wednesday of the month at 7:45 p.m.
- 10 sets of collated / folded plans, survey and application must be submitted 30 days prior to the meeting.
- No exceptions - all plans must be in by the due date.



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**2023**

### **Insurance Requirements**

#### **Contractors:**

- Name/address/phone # -
- Nassau County Home Improvement License – copy of actual license
- Certificate of Liability naming the Village as Certificate holder and additional insured
- Workmen’s Compensation form WC105.2 – we do not accept an Accord form.
- Name of plumber, phone number, copy of his license – same insurance as above
- Name of electrician, phone number, copy of his license – same insurance as above
- Applicant’s address should be listed on all insurance forms in order to correspond with proposed job listed in the Village.
- If you have any questions, call the building department at (516) 621-3541.

Sandy Yadaie

[deputyclerk@villageofroslynestates.com](mailto:deputyclerk@villageofroslynestates.com)

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**RULES FOR BUILDERS, CONTRACTORS AND HOMEOWNERS**

1. No work to commence without a posted permit.
2. No work before 8:00 a.m. or after 6:00 p.m. Monday - Friday
3. **No working on the weekends and public holidays.**
4. All contractor/worker vehicles must be parked on the site or on the same side of the street.
5. Excavation and construction sites are required to set up all necessary safety protection/fencing for existing trees.
6. All excavations shall be protected from wash/run off with hay bales or silt screens along affected property lines.
7. Contractors are responsible for daily cleanup, including litter.
8. Dumpsters are to be emptied/removed within 48 hours of being filled to legal capacity.
9. No unapproved trees shall be removed.

AGREED & APPROVED BY: \_\_\_\_\_ DATE:\_\_\_\_\_

BP# \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_  
APPLICANT CONTRACTOR

\*Please note this does not include all Village Codes related to the building permit application. Please check the Village Code for a better understanding of all the Codes.

Revised October 2011



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SEC. 7 BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 BP Filing Fee: \_\_\_\_\_ ARB Fee: \_\_\_\_\_  
 Building Fee: \_\_\_\_\_  
 Total: \_\_\_\_\_  
 PERMIT # \_\_\_\_\_ EXPIRES: \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

Address: \_\_\_\_\_ N,S,E,W side of \_\_\_\_\_ ;  
 (circle one) (street)  
 \_\_\_\_\_ feet N,S, E,W of \_\_\_\_\_  
 (circle one) (street)

**Check Applicable:**

New Building  Addition  Interior Alteration  Existing Exterior Wall Alteration \_\_\_\_\_ Percent of Demolition

APPLICATION IS HEREBY MADE to the Building Official the Village of Roslyn Estates, for the approval of the detailed statement and plans herewith submitted for the construction of the buildings herein described.  
 STATE PROPOSED WORK IN DETAIL: \_\_\_\_\_

ESTIMATED COST: \$ \_\_\_\_\_

\*\*\*\*\*P.E./R.A. to provide information below and on first page of construction documents:\*\*\*\*\*

1. Zone:  R-12  R-18  R-21  R-30  C-1
2. Area of lot: \_\_\_\_\_ S.F.
3. Area of existing footprint: \_\_\_\_\_ S.F.
4. Area of proposed footprint: \_\_\_\_\_ S.F.
5. Max. allowed gross floor area: \_\_\_\_\_ S.F.
6. Max. allowed footprint: \_\_\_\_\_ S.F.
7. Area of existing 1<sup>st</sup> floor: \_\_\_\_\_ S.F.
8. Area of proposed 1<sup>st</sup> floor: \_\_\_\_\_ S.F.
9. Area of existing 2<sup>nd</sup> floor: \_\_\_\_\_ S.F.
10. Area of proposed 2<sup>nd</sup> floor: \_\_\_\_\_ S.F.
11. Proposed gross floor area (1<sup>st</sup> floor + 2<sup>nd</sup> floor): \_\_\_\_\_ S.F.
12. Gross area of basement space \_\_\_\_\_ S.F. Area of Cellar \_\_\_\_\_ S.F.
13. Front yard setback: Existing \_\_\_\_\_ Proposed \_\_\_\_\_
14. Rear yard setback: Existing \_\_\_\_\_ Proposed \_\_\_\_\_
15. Side(1) yard setback: Existing \_\_\_\_\_ Proposed \_\_\_\_\_
16. Side(2) yard setback: Existing \_\_\_\_\_ Proposed \_\_\_\_\_
17. Building wall elevations(s) (Average of 2 determining points):  
 Front \_\_\_\_\_; Rear \_\_\_\_\_; Side (1) \_\_\_\_\_; Side (2) \_\_\_\_\_
23. Height of existing structure \_\_\_\_\_
24. Height of proposed structure \_\_\_\_\_
18. Property line elevation(s) (Average of 2 determining points):  
 Front \_\_\_\_\_; Rear \_\_\_\_\_; Side (1) \_\_\_\_\_; Side (2) \_\_\_\_\_
19. Grade variance(s) (Amount building wall elevation exceeds property line elevation):  
 Front \_\_\_\_\_; Rear \_\_\_\_\_; Side (1) \_\_\_\_\_; Side (2) \_\_\_\_\_
20. P.E./R.A. to provide skyplane diagrams for front, rear and side yards on front page of proposed construction drawings.
21. P.E./R.A. to provide plot plan with proposed front, rear and side setbacks on front page of proposed construction documents.
22. P.E./R.A. to provide energy calculations on front page of proposed construction drawings.
25. Licensed surveyor to provide topographical & tree survey (max. 6 months old) with setbacks and elevations required to determine #13 - #20.
26. General Contractor, Plumber and Electrician to submit workmen's compensation, liability insurance as required.

STATE OF NEW YORK, COUNTY OF NASSAU, ss: \_\_\_\_\_,  
 (Name of Applicant) (Address)

being duly sworn, deposes and says that he/she is owner, Agent of the property known as \_\_\_\_\_  
 (Location)

that all statements made in this application are true to the best of his/her knowledge and belief, and that the full name and address of the owner of the aforesaid property and contractors are as follows:

	ADDRESS	TELEPHONE
OWNER:		
ARCHITECT:		
CONTRACTOR:		
PLUMBER:		
ELECTRICIAN:		

AUTHORIZATION OF OWNER: I hereby state, that I have been authorized by the owner or authorized the applicant to file this application for the work specified herein, that I am in agreement with all the statements made, and that they are true to the best of my knowledge and belief.

\_\_\_\_\_  
 (Signature of owner)

In consideration of the granting of the permit requested and approval of plans, the applicant agrees to comply with all rules and regulations of the Zoning Ordinance and Building Code, with DEED restrictions, and with every other provision of the Ordinances of the Village of Roslyn Estates and every other provision of law relating to the erection of said buildings in effect at this date, and the requirements of all agencies having jurisdiction.

\_\_\_\_\_  
 (Signature of owner)

Sworn to before me this

Signature must be notarized

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

This application becomes your permit when approved by the building official.

APPROVED: \_\_\_\_\_  
 SUPERINTENDENT OF BUILDING DEPARTMENT, VILLAGE OF ROSLYN ESTATES

Notary Public

DATE: \_\_\_\_\_



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Date: \_\_\_\_\_

Agreement for Building/Property Inspection:

The undersigned, fee owner of the premises described below, having applied to the Incorporated Village of Roslyn Estates for a permit to build, demolish, move, or alter, hereby grants permission to representatives of the Building Department to enter upon and into the premises for the purposes of inspecting work in progress, determining compliance with filed drawings, and with all applicable laws and codes.

\_\_\_\_\_  
Signature of Fee Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

Section 7 Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Notarization

Sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**BUILDING PERMIT  
RESIDENTIAL PROPERTY  
DEPARTMENT OF ASSESSMENT  
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: \_\_\_\_\_

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building	N.E.S.W. SIDE OF (OR CORNER OF)		N.E.S.W. SIDE OF		
ADDRESS OF PROPERTY			<b>Check one</b>  <input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	NAME OF BUSINESS	
CITY, TOWN, VILLAGE		ZIP		CONTACT PERSON/OWNER	
ESTIMATED COST OF CONSTRUCTION:			<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	ADDRESS	
WORK MUST BEGIN BY				CITY, STATE, ZIP	
PERMIT EXP DATE		PRINCIPLE TYPE OF CONSTRUCTION <input type="checkbox"/> STEEL <input type="checkbox"/> MASONRY <input type="checkbox"/> FRAME	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	PHONE	
LOT SIZE S.F.				EMAIL	
# BLDGS ON LOT			IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION		

**DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)**  
 \*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY	DOES RESIDENCE HAVE THE FOLLOWING
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION (CHANGE IN S.F.) <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.) <input type="checkbox"/> MAINTAIN (PRE-EXISTING) <input type="checkbox"/> RECONSTRUCTION <input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT <input type="checkbox"/> DORMERS <input type="checkbox"/> OTHER _____	CENTRAL AIR YES <input type="checkbox"/> NO <input type="checkbox"/> FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/> <b>BASEMENT FINISH</b> 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/>
<input type="checkbox"/> FIRE DAMAGE <input type="checkbox"/> GARAGE/ OUT BUILDING <input type="checkbox"/> HVAC <input type="checkbox"/> PLUMBING <input type="checkbox"/> RELOCATION <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TENNIS COURT <input type="checkbox"/> CHANGE IN USE	

**PROPOSED TOTAL PLUMBING FIXTURES**

FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

**NUMBER OF EXISTING AND PROPOSED BATHS**

NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES

NEW C/O NEEDED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
VARIANCE OBTAINED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SURVEY ENCLOSED	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE**

DATE OF GRANTING OF PERMIT \_\_\_\_\_

Signature of Applicant/Contact Person - Sign & Print

---

Address of Applicant/Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

**SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING**

**FIELD REPORT ON REVERSE**

TOWN  
SCHOOL DISTRICT  
SECTION  
BLOCK  
LOT(S)  
CA # OR BLDG #  
UNIT #  
DATE



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Name: \_\_\_\_\_

Building Permit # \_\_\_\_\_

Address: \_\_\_\_\_

Date Received: \_\_\_\_\_

ARB Fee: \_\_\_\_\_

### Architectural Review Board Checklist

1. Do the modifications fit in with neighboring homes?
2. Do the materials work well together?
3. Are there any concerns pertaining to the requested trees to be removed (if applicable)?
4. Do you have any comments to the landscaping plan?
5. Were the neighbors within 200 feet notified?

### Major Alterations

- Survey with topographical information. (Can be combined with tree survey).
- Tree Survey (including existing trees and trees to be removed that are 10 inches in circumference @ 5 feet above grade). (All trees must be listed on a table and trees to be removed must be tagged at the property).
- Floor Plans (1/4" scale)
- Proposed Site Plan
- Elevations (pertinent building sections - 1/4" scale)
- Landscaping Plan with table indicating foundation plantings, existing plantings and proposed removals and additions.
- Material samples
- Color photo presentation (8 1/2" by 11" including adjacent properties and directly across the street; with key or legend.)
- 11" x 17" color rendering of all affected elevations
- Stormwater drainage plan
- Consulting Architect Opinion Letter
- Optional – Computer created renderings
- Optional – Model
- Confirmation that all proposed buildings, driveways and curb cuts were marked with ribbon at the site.

### Minor Alterations

- Survey
- Floor Plan (1/4" scale)
- Site Plan
- Elevations (1/4" scale)
- Stormwater drainage plan
- Material samples

### BZA (if necessary)

- BZA denial
- Approval date \_\_\_\_\_
- Approval with conditions
- Disapproval date \_\_\_\_\_
- Findings of Fact \_\_\_\_\_

ARB site visit: \_\_\_\_\_ Date: \_\_\_\_\_

ARB Approval: \_\_\_\_\_ Date: \_\_\_\_\_



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### **BUILDING PERMIT CHECKLIST**

Please note: The Building Department and The Architectural Review Board (ARB) cannot accept incomplete applications or applications without appropriate fees.

**Areas of new construction must be staked out for the ARB site inspection, and trees requiring removal for new construction must be tagged.**

1. Two (2) copies of completed building, demolition, plumbing/heating application, with all signatures by the actual owner of the property. **(2 copies for the building dept. & 8 copies for the ARB = 10 sets)**
2. Two (2) copies of Nassau County Assessors form completed and signed by the owner.
3. Two (2) sets of complete drawings, disclosing all necessary details and specifications, signed and sealed by a registered architect or a licensed professional engineer. **(2 copies for the building dept. & 8 copies for the ARB = 10 sets)**
4. Two (2) copies of an up-to-date survey (6 months) of the property by a licensed surveyor. Survey must show all structures on the property with their dimensions to property lines and to each other, and applicable elevations at building/property lines, including proposed construction. **(2 copies for the building dept. & 8 copies for the ARB = 10 sets)**
5. Certificate of Compliance with the New York State Energy Conservation Code, prepared and signed by a registered architect or professional engineer, disclosing all calculations. (not required for demolitions, sanitary systems or unheated structures).
6. Fees, as adopted by Village under the Village Code Chapter 60, Fees, Costs, Deposits & Insurance.
7. Contractor's liability, property damage and workmen's compensation insurance certificates showing the Village of Roslyn Estates as additional insured and copy of contractor's home improvement license. These documents must be submitted before permit is issued.
8. Sanitary Systems require: Three (3) copies of a property survey showing the triangulated locations of all septic tanks and leaching pools (or cesspools) and tile-fields on the property.
9. If applicable, Assessment form, Parts 1, 2, & 3, of the New York State Department of Environmental Conservation SEQR regulations. (Required for Board of Zoning Appeals/ Planning Board applications.)
10. Decision of Board of Zoning Appeals, Planning Board or Board of Trustees granting relief from one or more sections of applicable ordinances, Local Laws or codes.

Revised October 2011





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### **Roslyn Estates Building Permit Inspection Requirements**

- A valid Building Permit must be displayed at the site.
- Construction plans must be available at the site.
- Interior and exterior construction work maybe done ONLY between 8:00 a.m. and 6:00 p.m. on weekdays.
- **No work on Saturdays, Sundays and Public Holidays.**



1. FOOTING INSPECTION

Call for inspection when forms for footings are complete before any concrete has been poured. Lot is to be staked out so that setbacks can be verified.



2. PLUMBING (BELOW GROUND)

Call for inspection of all below-surface plumbing prior to pouring slab. No plastic or hubless piping is permissible in or under concrete.



3. FOUNDATION

Call for inspection of completed foundation, footings, footing drains, gravel and waterproofing. The top course of foundation block must be solid and contain foundation bolts.



4. PLUMBING AND FRAMING

Call for inspection upon completion of rough plumbing and framing, exterior sheathing, all piping, vents and drains, including main drain to septic, prior to insulating. Electrical inspections are to be made at this time by the New York Board of Fire Underwriters.



5. INSULATION

Before inside walls are covered, call for inspection of insulation. Insulation must be in conformance with the New York State Energy Conservation Regulations. Note a garage that is in or attached to a residence, the New York State Building Code requires a fire resistive separation between the garage and the residence.



6. FINAL INSPECTION

Per the Incorporated Village of Roslyn Estates Building Code, a building cannot be legally occupied until the Building Department has issued a Certificate of Occupancy. Violations are subject to penalty.

To schedule an inspection by the Building Inspector,  
Call 516-621-3541 at least 24-48 hours in advance.

VILLAGE OF ROSLYN ESTATES  
ARCHITECTURAL REVIEW BOARD  
RULES AND REGULATIONS  
As adopted – February 23, 2005

1. Filing and other pre-hearing requirements.

A. Applications to the ARB shall generally be treated within the following categories:

- (i) Minor Alterations: Applications not falling within the other two categories.
- (ii) Major Alterations: Applications which involve more than a 25% addition to an existing principal building and/or more than a 15% revision of the front elevation.
- (iii) New buildings: Applications to demolish existing principal buildings or to build new principal buildings.

B. Every application to the ARB shall include the following documents, and such other documents as may be requested by the ARB:

- (i) Survey. Must show all information customarily shown on a survey, including but not limited to: all structures, equipment, paved areas, utility lines, and easements. The survey must be no more than 6 month's old or the owner must certify that the survey is a true and accurate depiction of the site as it presently exists. If the certificate is not true, the matter shall be adjourned until a proper survey is submitted. (12 copies).
- (ii) Floor plans (1/4" scale). (12 copies).
- (iii) Proposed site plan. (12 copies).
- (iv) Elevations of all affected elevations and details (1/4" scale). (12 copies.)

C. Additionally, every application to the ARB which involves a Major Alteration or a New Building shall also include the following documents and other requirements:

- (i) Topographical survey. Must include everything shown on the survey and contours on the basis of 4 points on a 50 foot grid. (12 copies).
- (ii) Tree Survey. Must show not less than all trees with a circumference greater than 10" at 5 feet above grade. (12 copies).
- (iii) Landscaping plan (12 copies), including, but not limited to:
  - (a) Foundation plantings.
  - (b) All existing trees with a circumference greater than 10" at 5 feet above grade.
  - (c) All of said existing trees to be removed.
  - (d) All proposed new trees and other plantings.
  - (e) A table showing all plantings to remain and to be planted, indicating type, size, and number.

- (iv) Samples of all proposed materials and color samples (of sufficient size) to indicate the material used on the exterior of the building including, but not limited to, roofing, siding, brick,

masonry, color brochures of doors and windows (including trim). The materials will be discarded by the Village upon the issuance of the Certificate of Occupancy.

(v) Color photos, 8½"x11", mounted 2' x 3' foam boards of the existing subject house and other structures and premises, and of the houses, other structures and premises on the adjacent properties and directly across the street, with a legend or key identifying each photo.

**(vi) Colored elevations of all affected areas (12 copies).**

D. Additionally, every application to the ARB which involves a new building shall also include the following documents and other requirements:

(i) Not less than three full weeks before the hearing, all buildings, driveways, and curb cuts must be clearly staked out with ribbon or paint by a surveyor.

(ii) Proposed stormwater drainage plans. (12 copies).

(iii) Computer created color renderings, at the option of the ARB. (12 copies).

(iv) A model **or perspective rendering** at the option of the ARB.

E. Not less than three full weeks before the hearing, all trees must be clearly tagged and numbered to match submitted plans indicating which trees are to be removed and which trees are to remain.

F. All filing shall be completed not less than three full weeks prior to the ARB meeting at which the application is to be discussed. There shall be no exceptions.

G. In the event that the ARB requests changes to a proposed plan, such changes may be submitted not less than 2 full weeks prior to the ARB meeting at which the amended application is to be discussed.

## 2. Prohibited materials:

A. No aluminum siding shall be used for exterior surfaces excluding windows, doorframes, garage doors, and soffits, which shall be permitted.

B. No dryvit, glass block, artificial brick or artificial stone shall be permitted for exterior surfaces.

## 3. Scheduling.

A. Three full weeks prior to the regularly scheduled ARB meeting, all COMPLETED applications, which have been staked out, if required, and which have had all of the trees to be removed properly marked, shall be distributed to the Building Inspector and the consultant architect to the ARB for their review and comments.

(i) If the application is not deemed "complete" by the Building Inspector, the Building Inspector shall notify the applicant and specify in writing the bases for the determination that it is not complete.

(ii) The Building Inspector shall review all zoning, landscaping, and stormwater issues, to the extent relevant. If appropriate, the Building Inspector may seek the assistance of the Village Engineer with regard to stormwater or other engineering issues.

(iii) The Consultant Architect shall review design and other aesthetic issues, including, but not limited to, architectural style, colors, elevations, massing of building, suitability with neighbor's character, building materials, landscaping, and historic nature of the Village.

B. Two full weeks prior to the regularly scheduled ARB meeting, the complete application, together with the comments of the Building Inspector and the consultant architect shall be distributed to the members of the ARB.

#### 4. Notifications.

A. The applicant of a major renovation or a new house shall give notice to all property owners within 200 feet of the subject premises, or as otherwise directed by the Chairperson, by certified mail return receipt requested, not less than 14 days before the scheduled meeting.

#### 5. Meetings and Requirements of members.

A. Meetings shall be held once a month, or more frequently if called by the Chairperson or a majority of the ARB for the purpose of approving amended plans.

B. Applications for Minor Alterations should be resolved at the first meeting. The matter may be adjourned if the owner is not present or represented by a professional authorized to act on behalf of the owner.

C. Presentations involving Substantial Alterations or New Buildings shall be presented by the owner's architect or other design professional and shall not exceed 30 minutes.

D. Minutes of each meeting and each decision shall be kept. Minutes of the meeting shall be prepared by a Village employee or, at the request of the ARB, a licensed court reporter to record the exact plans, materials, and colors approved by the ARB.

E. Members shall inspect every site and the adjacent premises prior to the meeting at which such site is scheduled to be heard.

F. Members shall not miss more than three regular meetings in any Village year.

G. Members shall meet semi-annually with the BZA and Planning Board to exchange ideas, discuss pertinent issues, and critique the efforts of each of the bodies.

#### 6. Enforcement of decisions.

Prior to the issuance of a Certificate of Occupancy, the Building Inspector and a representative of the ARB shall review the plans, materials, colors, plantings, and all other aspects of the approved decision to ensure that the construction and all other aspects of the approved decision and the conditions imposed therein have been fully complied with.