VILLAGE OF FLOWER HILL
ONE BONNIE HEIGHTS ROAD, MANHASSET, NY 11030

Permit no.

CHECKLIST for ARCHITECTURAL REVIEW COMMITTEE SUBMISSIONS

☐ Submit a complete building permit application with building permit fee paid plus **ARC fee: $500**. **The following application requirements should be reviewed with the Building Superintendent to determine which of the following items are required based on the scope of work for the project.**

Application documents:
Submit one complete copy of the following documents for the initial review by the Building Inspector. After the review is complete, a total of 6 complete copies must be submitted to the Village including any comments and/or additional submission requirements no later than two weeks prior to the meeting date. All drawings are to be signed and sealed by the design professional.

- ☐ Current Survey showing all existing improvements on the property including the principal building, driveway, walks, patios, decks, a/c units, generators, swimming pool, pool equipment, fences, etc.. Provide existing topography in the form of 2 foot contours minimum when site improvements are being proposed or as required by the Building Superintendent.
- ☐ Site Plan: 1" = 20' or larger scale
  - ☐ Zoning calculations: Include all zoning data including; zoning district, lot area, lot coverage, floor area ratio, front yard with average front yard computation, side yard, side yard aggregate, rear yard, building height, sky exposure plane, etc.. Prepare in the form of a chart comparing the existing with the proposed.
  - ☐ Topography – show 2 foot contours minimum, spot elevations around buildings and change of grade.
  - ☐ Stormwater drainage design for a 3" rainfall for all roof areas and hard surfaces. Provide calculations.
- ☐ Landscape Plan with Tree Removal Application – Design is to consider aesthetics and screening to neighbors where appropriate. Provide a planting list with proposed species and size. Submit a Tree Removal Application for any proposed tree removals and mark all trees to be removed with ribbon two weeks prior to the meeting date.
- ☐ Color Photos of the existing property including each elevation of the building(s) and views of the grounds.
- ☐ Color Photos of the front elevation of homes surrounding the subject property; 2 homes on each side and 5 homes across the street.
- ☐ Architectural Drawings: provide design set of drawings to include; floor plans, elevations with exterior materials noted, sections and details if required to clarify the exterior design. Provide both existing and proposed elevations. Complete construction drawings will be required after design approval.
- ☐ **Required for major additions or alterations**:
  Colored elevation(s) or 3D color rendering OR two 3D color renderings, one front & one rear as determined by the building superintendent
- ☐ **Required for new residences:**
  Two 3-D color renderings, one front and one rear **OR** a scale model and a color front elevation
- ☐ Material Specification Sheet and Catalog Information: Provide a listing of all exterior materials proposed to be used on the building(s) and for hardscape. Include such items as: stone, brick, siding, trim, roofing, windows, doors, garage doors, shutters, railings, light fixtures, paving, deck material, retaining walls, etc.

Mailing to Neighbors:

☐ The applicant is required to notify surrounding neighbors to inform them of the meeting of the Architectural Review Committee. The Village will prepare a list of neighbors, the notice to be sent, and the specifics of how and when the mailing is to be done.

Requirements for the Night of the Presentation to the Committee:

☐ Submit copies of letters, affidavit of mailing, and mailing receipts as specified by the Village. Note: If the mailing to the neighbors was not done the Committee will not review the application.

☐ The owner and the designer must attend the meeting for the case to be considered.

☐ Physical samples of major building materials: stone, brick, siding, trim, roofing, etc.

Upon approval by the Architectural Review Committee, the application will be referred to the Board of Trustees for their review as per §7-5 of the Village Code.