

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 five (5) copies of the completed nine (9) pages 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 **six** (6) 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 - color renderings are optional.
    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.)**
    8. Retaining walls if needed.
    9. **LIST OF ALL EXTERIOR MATERIALS AND COLORS.**
    10. **ONE (1) SET OF COLOR PHOTOGRAPHS MOUNTED WITH ADDRESSES TO INCLUDE:**
      - a. Two houses on either side of new construction.
      - b. Five houses in front of the new construction.
      - c. Five houses at the rear of new construction.

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(CONTINUED)

If the alteration or new construction is within  
a corner property line, than all existing corner  
properties must be shown.

11. **ALL APPLICATIONS MUST BE SUBMITTED NOT LESS THAN FIFTEEN (15) DAYS PRIOR TO THE MEETING DATE.**
12. **SEAL** - signed by Architect-Code 210-136 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.
13. Code 210-137 - 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.

IV. Submit six (6) copies of each resolution of the Board of Trustees, Board  
of Zoning & Appeals and Planning Board that are specific to this property.

V. 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 4<sup>th</sup> Monday of  
the month is the expiration date for the following month=s meeting of the ARC  
which takes place on the second Tuesday of the month).

GUIDELINES

SECTION 210-139 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. 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 to be 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 six feet (6') above grade.

TREE PROTECTION ELEVATION



DETAIL

N.T.S.

## 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

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.

### 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.

FORM #1

PLEASE SUBMIT SIX (6) COPIES OF ALL PLANS AND DOCUMENTS TOGETHER WITH APPLICATION FEE OF \$250.00

APPLICATION ARCHITECTURAL REVIEW COMMITTEE INCORPORATED VILLAGE OF GREAT NECK

APPLICATION NO: \_\_\_\_\_

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 \_\_\_\_\_ SQUARE FEET

a) FRONT YARD \_\_\_\_\_ b) SIDE YARD \_\_\_\_\_ c) SIDE YARD \_\_\_\_\_

d) REAR YARD \_\_\_\_\_

HEIGHT OF EXISTING BUILDING \_\_\_\_\_ FEET

HEIGHT OF BUILDING PROPOSED \_\_\_\_\_ FEET

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 \_\_\_\_\_, 200\_.

Signature of Architect

Notary Public

Name of Architect (Print)

Address

(Architect's Seal)

Phone Number

FORM #2

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 \_\_\_\_\_, 200\_.

\_\_\_\_\_  
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 \_\_\_\_\_, 200\_.

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

VILLAGE OF GREAT NECK

AI 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.≡

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