

**VILLAGE OF ROCKVILLE CENTRE
 BUILDING DEPARTMENT**
 110 Maple Ave
 Rockville Centre, NY 11570
 516-678-9247

**Application for
 EXTERIOR DESIGN REVIEW**

I. Location	At (street address)_____ Zoning District_____
	Section_____ Block_____ Lot(s)_____ Building Sq.Ft._____

II. Identification – to be completed by all applicants (please print or type)				
	Name	Mailing Address (No., Street, City, State)	Zip Code	Tel No.
Owner/ Applicant				
Architect or Engineer				
The owner of this parcel and the undersigned agree to conform to all applicable laws of this jurisdiction. I hereby declare that the statements made in this application are, to the best of my knowledge, correct and true. Additionally, the owner and undersigned declare that they have read, understand and have submitted all of the items stipulated in Article II and III of Chapter 330 of the RVC Code.				
Signature of Owner/Agent			Application Date	
Project Description				

III. Number of Lots _____	Size of Lots _____
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IV. Type of Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial
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Do Not Write in this Space – Office Use Only	
	Application Fee \$ _____
Received by _____	Date _____

VILLAGE OF ROCKVILLE CENTRE
ARCHITECTURAL REVIEW BOARD

Minimum Requirements for Application Submissions

12/24/2019

NOTE: 

THE ARCHITECT IS RESPONSIBLE FOR PREPARING AND COLLATING EIGHT (8) SEPARATE PACKAGES OF THE REQUIRED ITALICIZED ITEMS, PROPERLY FOLDED TO A MAXIMUM SIZE OF 11" X 17", FOR DISTRIBUTION TO THE BOARD.

- 1) Completed EDR application.
- 2) Referral Letter to the EDR
- 3) Filing fee: See fee schedule for residential or commercial properties.
- 4) One Full Size set and two 11"x17" sets of all items listed below & PDF'S Submitted VIA E-MAIL.

AFTER EDR CONSULTANTS HAVE APPROVED THE PROJECT, THEN THE FOLLOWING IS REQUIRED:

- 4.1) Two full size sets of complete plans with Architect's or Engineer's seal.
 - (a) Eight (8) sets of front, rear, right, and left side elevations, two of which are sealed by a NYS design professional, reduced to 11" x 17". All floor level plans, front, rear, right and left side elevations reduced to 11" x 17".
 - (b) Eight (8) *sets of a detailed landscape plan* indicating the location, type, and size of all plantings, existing and proposed. Plans should be on 11" x 17" size. Locate and plot all existing trees; and indicate size of trees.
- 4.2)
 - (a) SAMPLE BOARDS showing all materials to be used.
 - (b) Eight (8) copies of LIST OF MATERIALS (i.e. colors, make, models, etc.)
- 5) Eight (8) plot plans; two of which are sealed by a NYS licensed surveyor, engineer, or architect, which will show the following: (if subject parcel is located on a County Road, eight (8) original copies are required). Plans should be submitted on 11" X 17" size.
 - (a) Proposed setback from street line, proposed side yards, proposed rear yard.
 - (b) Proposed and existing elevations of the four corners of the subject property and elevation of adjacent properties.
 - (c) Proposed elevation of garage floor; proposed elevation of first floor.
 - (d) Proposed finished grade at four corners of building.
 - (e) Locate driveway and curb cut.
 - (f) Show location and size of all required dry wells.
 - (g) Locate and plot light poles, fire hydrants, etc.
 - (h) Computation of area covered by all structures to be shown on the plot plan.
 - (j) Provide and indicate documentation of building heights of adjacent premises in close proximity of the subject site.

* EXISTING AND PROPOSED AIR CONDITIONING UNITS MUST BE SHOWN ON THE PLOT & LANDSCAPE PLANS.
- 6) Prepare and submit eight (8) copies of radius map which will include the following information:
 - (a) Prepare radius map from tax maps showing all lots within 200' radius from all corners of property in question, designating section, block, lot(s), street addresses, and size of lot and name of owner of each parcel within each said lot. (Tax maps available at the Village Tax Office, College Place, for reference.)
 - (b) Show setback from street line of all dwellings on the same side of the street within the same block of the proposed dwelling. Compute and indicate on drawing the average setback of all dwellings on the same side of the street within the same block.
- 7) Names, Notices, proof of notice:
 - (a) (1) Names and addresses of owners, using the section, block, and lot(s) from required radius maps at the Village Tax Office; names and addresses on Form BR-3, to be submitted to the Secretary of the reviewing board.
 - (b) Proof of notice on Form BR-2, by certified mail, return receipt requested, to all owners within the required radius, at least seven days before the scheduled meeting date. Notice must state the nature of the application, Index Number, date of hearing, location, and address of property.
 - (c) Certified mail receipts shall be given to the Secretary of the reviewing board no later than two days before the date of the meeting.
- 8) If this building plot is a split-off from an existing plot with dwelling, submit eight (8) surveys of existing dwelling and all structures showing side yards, front yard, rear yard, and area of land covered. (licensed surveyor, engineer, or architect)
- 9) Submit eight (8) sets of pictures of the subject parcel as well as pictures of all buildings on the same side of the street within 100 ft. each side of subject parcel and on the opposite side of the street for the same distance. Print address of building on each photo of building.
- 10) A professionally prepared color rendering (2-point perspective) will be required and eight (8) sets of 11" x 17" color photographic reductions of the rendering. On projects that have 2nd story front and rear additions, a front and rear rendering will also be required.
- 11) Eight (8) sets of 11" x 17" site plan reductions.
- 12) *It is requested that all renderings and plans be submitted electronically in PDF Format to TDomnico@RVCNY.US

NOTE: All applications and forms are available at the office of the Secretary to the Architectural Review Board, 110 Maple Avenue. All applicants and/or applicants' architect must attend Architectural Review meeting to present application to the board. Failure to attend and provide appropriate representation may result in an adjournment to a later date and additional filing fees.