

# VILLAGE OF GREAT NECK ESTATES

## ARCHITECTURAL REVIEW BOARD INSTRUCTION SHEET

**PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. APPLICATIONS MUST BE SUBMITTED NOT LESS THAN THIRTY (30) DAYS PRIOR TO THE MEETING DATE.**

- I. Submit an original application and ten (10) copies of the drawings & survey
- II. Architectural Review Board Fee:  
\$200 for Alteration/Addition  
\$400 for New Residence in addition to the Filing Fee which is based on Estimated Cost of Job: \$250 plus \$15 for each additional \$1,000 of construction cost, \$125 for Certificate of Completion/Occupancy.
- III. Submit ten (10) paper prints of the proposed construction to scale and covering the entire holding showing:
  - A. Name and address of owner of record
  - B. Name, license number and seal of licensed engineer or land surveyor, architect
  - C. Nassau County Land Map Section, Block & 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. **ALL PLANS MUST SHOW THE FOLLOING:**
    1. Zoning analysis
    2. All floor plans
    3. Two (2) building cross sections
    4. Building elevations. Render elevations showing shape & shadows
    5. Site plan including Landscape Plan existing & proposed, and all paved areas & curb cuts
    6. Grade elevations existing and proposed
    7. **UP-TO-DATE SURVEY (less than one (1) year old or Certification of a Licensed Surveyor)**
    8. Retaining walls if needed
    9. **LIST OF ALL EXTERIOR MATERIALS & COLORS**
    10. For additions that are 40% or more than the existing home or for new dwellings provide perspective color rendering
    11. **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
      - d) If the alteration or new construction is within a corner property line, than all existing corner properties must be shown
    12. Key Map of all adjoining properties
    13. Color code landscape plan with all plant materials & hardscape materials indicated
    14. 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 all 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.