



## Inc. Village of New Hyde Park

1420 Jericho Turnpike • New Hyde Park, NY 11040-4684

Tel.: (516) 354-0022 • Fax: (516) 354-6004

Website: [www.vnhp.org](http://www.vnhp.org)

### **ARCHITECTURAL REVIEW BOARD APPLICATION INSTRUCTIONS**

1. Fee **MUST** be paid at time application is filed.
2. All FEES ARE NON-REFUNDABLE.
3. All applications are subject to Building Department and/or Village Board approval. Certain applications are issued at the discretion of the Village Clerk pending Board approval.
4. No license or permit will be issued if the applicant, business, or a principle of the corporation submitting the application has any outstanding unpaid violations due the Village.
5. All permits issued are valid for one (1) year from date of issue and must be renewed if work is not completed, in a timely fashion, to avoid late filing fees.
6. BUILDING PERMITS WILL BE ISSUED AS SOON AS POSSIBLE AFTER SUBMISSION OF ALL REQUIRED DOCUMENTS. DEPENDING ON SCHEDULING IT MAY TAKE TWO OR MORE WEEKS FOR APPROVAL. YOU WILL BE NOTIFIED WHEN YOUR APPLICATION IS APPROVED OR DENIED. IF APPROVED, WHEN YOU MAY PICK UP YOUR PERMIT.

### **THE FOLLOWING INFORMATION IS REQUIRED TO BE SUBMITTED WITH THE APPLICATION.**

#### **ANY MISSING INFORMATION WILL DELAY THE APPLICATION PROCESS.**

1. (2) Two sets of Architectural Review Board Applications must be submitted along with the appropriate signatures and notaries. Copies will not be accepted.
2. (2) Two sets of plans, section and elevations. All material selection must be noted on drawings and must match application submission.
3. (2) Two sets of Landscape Plans (prepared by Landscape Architect, Engineer of Record, or Architect of Record) must be submitted along with plans, section and elevations. All plantings must be identified and labeled including spacing.
4. (1) Electronic copy & (1) sample of all materials indicated on applications/plans shall be submitted.
5. Color rendering(s) shall be also be submitted for proposed construction. Renderings shall be depict all proposed work accurately.
6. Submission of color photo's of neighboring properties within 100 ft. on either side of subject property and opposite side of street. Rendering submission may include adjacent properites abutting subject property, however, photo's of properties opposite side of street fromsubject property must be submitted.
7. Owner must be present at hearing, or authorization given to owner's applicant, giving authority to provide consent on ARB decisions and/or conditions.



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### ARCHITECTURAL REVIEW BOARD APPLICATION

(SUBMIT DUPLICATE)

<b>TYPE OF WORK:</b> (CHECK ALL THAT APPLY)	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> OWNER REPRESENTATIVE AFFIDAVIT	<b>MAINTAIN:</b> (IF YES, FEE IS \$200.00 ADDITIONAL PER MAINTAIN APPLICATION)
	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> ALTERATION (S)		<input type="checkbox"/> YES
	<input type="checkbox"/> INDUSTRIAL			<input type="checkbox"/> NO

**PROPERTY INFORMATION:**

SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ NEW HYDE PARK, N.Y. 11040

**OWNER INFORMATION:**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**APPLICANT INFORMATION:**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ CELL PHONE NO.: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**DESCRIPTION OF WORK:**

\_\_\_\_\_

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\_\_\_\_\_



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**ARCHITECTURAL MATERIAL IDENTIFICATION**

<u>INSPECTOR USE ONLY</u>	<b><u>MATERIAL IDENTIFICATION:</u></b> (ALL SAMPLES MUST BE SUBMITTED 3 DAYS PRIOR TO HEARING)		
	IF YOU HAVE MORE THAN ONE MATERIAL FOR WALLS, USE SEPARATE LINE FOR EACH WALL FINISH ACCORDINGLY		
_____ Inspector Initial & Date	ROOF: _____ MANUFACTURER	_____ MODEL	_____ COLOR
_____ Inspector Initial & Date	WALL 1: _____ MANUFACTURER	_____ MODEL	_____ COLOR
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## CONSTRUCTION ACKNOWLEDGMENT AFFIDAVIT

We, the undersigned, do hereby acknowledge that the Inc. Village of New Hyde Park, has informed me of the following:

1. The information provided on this permit application is true and correct. I understand that the Village of New Hyde Park will approve or deny a permit based on the information provided.
2. I agree to permit the Building Inspector and any officer or employee of the Village of New Hyde Park to enter upon the premises in the discharge of their duties with this application.
3. Approved plans and a copy of approved permit will remain on the premises at all times until Certificate of Occupancy/Completion is issued. These plans will be made available to the Building Inspector.
4. Building Inspector will be given a minimum of 48 hour notice to make the required inspection and no work will continue until such inspection has been completed and approved.
5. Owner or his representative will be responsible to arrange for all required inspections.
6. Owner/Contractor shall install all exterior features as approved under this application.
7. Owner/Contractor will provide the Building Inspector and/or any employees of the Village of New Hyde Park with receipt showing proof of materials purchased coincides with material approved by Architectural Review Board.
8. Please be advised if purchased materials does not match approved materials, Building Inspector will issue a partial Stop Work Order until all new materials have been presented and approved by the Architectural Review Board at the next available calendar date.
9. If owner/contractor installs materials not previously approved, Building Inspector is authorized to issue a Stop Work Order as well as a Notice of Violation and/or Summons until all new materials have been presented and approved by the Architectural Review Board at the next available calendar date. Any subsequent fines and or penalties owner/contractor may incur shall be the owner/contractor responsibility to resolve.
10. Owner/Contractor in violation of above regulations may be subject to fines and/or penalties allowed by law to the fullest extent.

State of New York  
County of Nassau

Property Owner-Please Print \_\_\_\_\_  
Property Owner deposes and says that he/she resides at \_\_\_\_\_

\_\_\_\_\_ in the State of \_\_\_\_\_, that he/she is the owner in fee of all certain lots, parcel of land shown on the attached survey Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ situated, lying and being within the Village of New Hyde Park; that I/we have read and understand the items 1 through 10 as here in stated, that the work to be done upon the premises, will be done in accordance with the approved application and accompanying plans, of which he/she totally familiar and that the **(CONTRACTOR)** \_\_\_\_\_ will abide by all instructions and regulations as setforth.

Signature of Owner: \_\_\_\_\_

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Notary Public \_\_\_\_\_



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**OWNER REPRESENTATIVE AFFIDAVIT**

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County of Nassau

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I hereby name, \_\_\_\_\_ to act as my representative, and fully give said person the authority to provide any and all authorization in the decision making process for the approval of application submitted.

Futhermore, I understand that by given authority to person named above, I acknowledge that the Architectural Review Board may base their consent/disapproval of application based on named representative's actions and/or decisions.

All decisions are final unless changes are made to the material, originally approved, which would require a new representation at the next available Architectural Review Board hearing along with required fees.

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County of Nassau

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