

INCORPORATED VILLAGE OF PLANDOME MANOR APPLICATION FOR DESIGN REVIEW BOARD

It is important that petitions and legal notices filed as part of the application process comply with the number of copies required as well as the filing deadlines. Failure to meet these requirements could result in the delay or dismissal of your application.

NOTE: All applications must be submitted no later than twenty (20) days prior to hearing date.

The following materials must be properly completed and filed in the Village office along with the application:

- 1] NINE (9) copies of completed and notarized Application for Building Permit.
- 2] NINE (9) copies of elevation drawings (all at 1/4" = 1'0" scale; also showing window sizes and types and all material selections) (**TWO full size sets; SEVEN 11x17):
 - a.) Front
 - b.) Right Side
 - c.) Rear
 - d.) Left Side
- 3] NINE (9) copies of Site Plans (all at 1" = 20') showing all the setbacks on all sides. (**TWO full size sets; SEVEN 11x17)
- 4] NINE (9) copies of topographical survey showing existing & proposed grades. (**TWO full size sets; SEVEN 11x17)
- 5] NINE (9) copies of Survey within twelve (12) months of the application date.
- 6] NINE (9) color copies of photographs of the existing building(s) (all sides) and photographs showing the surrounding areas of the property (all sides) *including all adjacent properties.
- 7] NINE (9) copies of a detailed exterior finishes and materials list. (SEE ATTACHED SAMPLE)
- 8] Material samples, to be supplied the night of the hearing, of all proposed exterior materials including; brickwork, siding, roofing, windows, trim, stonework, etc. Samples should clearly show the range of patterns and colors.
- 9] Rendered front elevations. **if corner lot – provide 2 elevations.
- 10] Provide floor plans for all floors including basement, cellar or attics. (*WORKING DRAWINGS NOT REQUIRED*)

- 11] Building model required for all new single family dwellings (*all other applications: models are at the discretion of the Building inspector)
- 12] Signed and notarized Affidavit.
- 13] If in the event the homeowner will not be appearing before the Design Review Board, a "Notice of Appearance" must be submitted by the architect, engineer or contractor.
- 14] Design Review Board Filing and Examination \$1,250, due upon filing.
***Must be two separate checks**
\$250 Non-refundable filing fee
\$1,000 Deposit for Village Expenses* (*must sign & notarize deposit policy*)
- 15] NINE (9) Landscaping Plans (required where application is for a new building, where an alteration affects or increases an existing structure by thirty-five (35%) percent of the existing gross floor area, or where such alteration is deemed to be a significant alteration to the land upon which the building is located). (**TWO full size sets; SEVEN 11x17)
- 16] If your application requires the obtaining of any other permits or approvals (such as D.E.C. for certain waterfront properties), they must be obtained before the DRB hearing.
- 17] **Any change or deviation from DRB approved plans requires re-application to the DRB.**
- 18] **If an applicant appears before the DRB and does not have or produce required materials, applications or documents, the hearing shall be adjourned and a new application and fee will be required.**

NOTICE: ALL APPLICANTS ARE REQUIRED TO SERVE LEGAL NOTICE TO ALL PROPERTY OWNERS WITHIN A 200 FOOT RADIUS OF THE SUBJECT PROPERTY.

ALL NOTICES ARE TO BE MAILED CERTIFIED LETTER, POSTMARKED A MINIMUM OF TEN (10) DAYS AND A MAXIMUM TWENTY (20) DAYS PRIOR TO THE HEARING DATE.

SUBMIT THE ORIGINAL AFFIDAVIT OF SERVING NOTICE TO THE VILLAGE HALL OFFICE SEVEN (7) DAYS PRIOR TO THE HEARING DATE.

SUBMIT ONE (1) COPY OF THE 200 FOOT RADIUS MAP SHOWING THE SIZE OF THE PLOTS AND NAME AND ADDRESSES OF CURRENT OWNERS TO THE VILLAGE HALL OFFICE SEVEN (7) DAYS PRIOR TO THE HEARING DATE.

SAMPLE EXTERIOR FINISHES AND MATERIALS LIST

PLEASE PROVIDE IN ALL NINE (9) DRB PACKETS AND COME PREPARED WITH COPIES THE NIGHT OF THE HEARING

**APPLICANT NAME
PHONE NUMBER
EMAIL ADDRESS**

Village of Plandome Manor
Design Review Board
Re: **PROPERTY ADDRESS**
Exterior Finishes and Materials List

Stone Façade & Chimneys:

Connecticut Field Stone – Square and Rectangle – Hand Cut – Blended Gray Tones w/ Beige, Brown, Tan
Rock – Faced Stone Veneer 2-3 inch depth
Mortar Color: White (G501)

Siding:

Genuine Wood Siding by Maibec – 1" x 7" T.T.W. Rabbetted Bevel
Pre-dipped – Painted White

Roofing: 30 Year Grand Manor Asphalt Roof Shingles by CertainTeed – Stonegate Gray

Windows:

Weathershield Signature Series Double Hungs – Aluminum Clad – Simulated Divided Light – Poplar White
Weathershield Signature Series Casements – Simulated Divided Light – Poplar White

Window Shutters:

1 3/8" Recessed Stile and Raised Panel Shutter with 2 Sections – Painted Black
Made by Southern Shutter Company

Eave/ Exterior Trim:

Moulding, Sheets, Raised Panels and Beadboard by Azek – Painted White

Entrance Door:

Custom Made Genuine Wood Door – Painted Black

Garage Doors:

Semi-Custom Wood Carriage House Doors – Painted White
Swing out appearance but automatic overhead operation

Copper Roof Dormers:

Custom Built Louvers made from 100% Copper by Volko Supply Company

Rails:

Custom Made Azek Railings – White

Stairs:

Risers – Connecticut Field Stone (See above: same as Façade)
Treads – PA Thermal Blue – Bluestone
Flagging – Rock Faced Blue Stone- New York Clef – Full Color Range

Columns:

Plain, Round, and Tapered by HB&G – (10" x 5.5" Tapered)
Colonial Cap and Attic Base

Gutters: 5 1/2" Half Round Aluminum Gutter with 4" Plain Round Downspout – Musket Brown

Exterior Paint: Benjamin Moore & Co. – Linen White (Aura)

Exterior Hardware: Satin Nickel Finish, Square Hinges

Exterior Lighting: Carriage Wall Sconces in Satin Nickel Finish

Incorporated Village of
PLANDOME



MANOR

DRB/BZA Deposit Policy

The Plandome Manor Village Code, Section A228-3, provides that the applicant is liable and shall pay for any and all of the Village's expenses incurred in connection with reviewing an application, which includes all engineering, legal, advertising, stenographic and consultant expenses, incurred by the Village. Accordingly, you are responsible for the payment of the outstanding balance.

I understand the above statement and accordingly will pay all fees associated with my DRB/BZA application.

Property Owner - Signature

Property Owner - Print Name

Sworn to before me this _____

Day of _____, 20_____

Notary Public

Incorporated Village of
PLANDOME



MANOR

PROPERTY OWNER'S ENDORSEMENT

State of _____
County of _____

_____, being duly sworn, deposes and says that (s)he resides
at _____ in the County of _____, and the State
of _____, and that (s)he is the (owner in fee) or (_____ of the
_____ Corporation, which is the owner in fee) of the premises
described in the foregoing application to the Village of Plandome Manor's Design Review Board and that (s)he
has authorized _____ to make the foregoing application.

(Corporate Seal)

Sworn to before me this _____

Day of _____, 20_____

Notary Public

Owner, Partner, Corporate Officer, or
Other (state title)

****If more than one owner, attach additional Property Owner's Endorsement Forms for each**

Incorporated Village of
PLANDOME



MANOR

FULL DISCLOSURE AFFIDAVIT

In the matter of:

Address:

To the Village of Plandome Manor Design Review Board

State of _____

County of _____

_____, being duly sworn, deposes and says:

1. This Affidavit is made by your deponent and intended to be filed with the above Board of the Village of Plandome Manor to fulfill requirements of the appropriate sections of the Plandome Manor Village Code with respect to the above-entitled application made or intended to be made affecting property located and described as follows:

2. Name and address of the person making and signing the Affidavit:

3. If the person making this Affidavit is not the applicant, state the relationship to the applicant:

4. List the names and addresses of ALL persons who have any interest whatsoever in the project and properties described in this application, direct or indirect, vested or contingent. This includes but is not limited to owner, partner, contract vendor, contract vendee, lessor, sub-lessor, contract lessor, lessee, sub-lessee, contract lessee, mortgagor, mortgagee, holder or contract holder of any beneficial interest, holder or contract holder of any encumbrance or lien, guarantor, assignee, agent, or broker. List such person(s) even if the interest arises as the result of providing funds for acquiring or developing the property, and whether or not the interest arises from or is affected by the decision of these municipal Board(s). Please state if any of these are, or are related to, officers or employees of the Village of Plandome Manor and state the nature of the relationship and extent of interest. If any of the above is a corporation, list all principals of said corporation.

5. List the names and addresses of ALL persons who will receive any benefit of any kind as a result of their work, effort or services in connections with this application. Please state the nature of relationship and extent of interest, and note if any of those mentioned are officers or employees of the Village of Plandome Manor.

The undersigned affirms the truth and completeness of the above under penalty of perjury.

Sworn to before me this

_____ day of _____ 20__

Notary Public

Owner/Applicant's Signature

AFFIDAVIT

STATE OF NEW YORK }
 } ss:
COUNTY OF NASSAU }

_____, being duly sworn, deposes and says:

Deponents are Petitioners in the within application to the Design Review Board of the Village of Plandome Manor; they have read the within Petition and know the contents thereof; the same are true as to your deponent's own knowledge, except as to those matters alleged to be stated on information and belief and as to those matters, deponents believe them to be true.

(Signature)

(Signature)

Sworn to before this
day of _____, 200

Notary Public

NOTICE OF APPEARANCE

TO THE DESIGN REVIEW BOARD:

YOU ARE HEREBY NOTIFIED THAT I, _____

WILL APPEAR FOR _____, THE APPLICATION
BEFORE

THE DESIGN REVIEW BOARD.

Dated this _____ day of
_____, 200_____.

(Signature)

(Address)

(Telephone)

Sworn to before this
day of _____, 200_____

Notary Public

NOTICE OF DESIGN REVIEW MEETING

(To be mailed to all residents within 200' radius of said property)

An application for building permit has been filed concerning the property listed below. This application will be heard by the Village of Plandome Manor Design Review Board on:

Date: _____

Time _____

Place: _____

The property and nature of the proposed construction are as follows:

PROPERTY:

NATURE OF PROPOSED CONSTRUCTION:

This meeting is open to the public and you are invited to attend and be heard concerning this matter. This notice is being sent to you pursuant to Plandome Manor Village Code §22.5(E).

Property Owner

617.20
Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? Describe: <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? Yes No If yes, coordinate the review process and use the FULL EAF.

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? Yes No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? Yes No If Yes, explain briefly:

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

Reset