

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 thirty (30) days prior to hearing date.

The following materials must be properly completed and filed in the Village office along with the application. **The applications must be submitted in PACKETS.** One (1) complete packet with full size sets of plans and all application documents. Applicants must also submit 5- 11x17 sets of PLANS ONLY. Additionally, a PDF copy of all plans and surveys must be emailed to the Village Clerk at plandomemanor@optonline.net 30 days prior to the meeting date.

- 1] Completed and notarized Application for Building Permit.
- 2] Signed and notarized Affidavit, Notice of Appearance, Deposit Policy, Property Owners Endorsement and Full Disclosure Affidavit.
- 3] Copies of elevation drawings (all at 1/4" = 1'0" scale; also showing window sizes and types and all material selections) (**ONE full size sets; FIVE 11x17, and PDF copy emailed to the Village Clerk):
 - a.) Front
 - b.) Right Side
 - c.) Rear
 - d.) Left Side
- 4] Copies of Site Plans (all at 1" = 20') showing all the setbacks on all sides. (**ONE full size sets; FIVE 11x17, and PDF copy emailed to the Village Clerk)
- 5] Copies of topographical survey showing existing & proposed grades. (**ONE full size sets; FIVE 11x17, and PDF copy emailed to the Village Clerk)
- 6] Copies of Survey within twelve (12) months of the application date. (**ONE full size sets; FIVE 11x17, and PDF copy emailed to the Village Clerk)
- 7] 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.
- 8] Detailed exterior finishes and materials list. (SEE ATTACHED SAMPLE)
- 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). (**ONE full size sets; FIVE 11x17, and PDF copy emailed to the Village Clerk)

- 10] 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.
- 11] Rendered front elevations. **if corner lot – provide 2 elevations.
- 12] Provide floor plans for all floors including basement, cellar or attics. (*WORKING DRAWINGS NOT REQUIRED*)
- 13] Building model required for all new single family dwellings (*all other applications: models are at the discretion of the Building inspector)
- 14] 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.
- 15] 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*)
- 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, RETURN RECEIPT, 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 AND CERTIFIED MAIL SLIPS 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.

THE GREEN RETURN RECEPITS SHOULD BE BROUGHT THE NIGHT OF THE MEETING.

SAMPLE EXTERIOR FINISHES AND MATERIALS LIST

PLEASE PROVIDE IN 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 Cleft – Full Color Range

Columns:

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

Gutters: 5 ½” 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

TEMPLATE- PLEASE COPY ONTO APPLICANT’S LETTERHEAD
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

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

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. For example, architects, attorneys, contractors or any other person/corporation being paid in connection 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