

REQUIREMENTS FOR SUBMISSION OF AN APPLICATION
FOR
DESIGN REVIEW BOARD INITIAL REVIEW

1. Application filled out in duplicate and **signed by owner of property** in all places applicable to the work being done along with the Building Permit Application.
2. Provide 2 copies of an up-dated Survey showing all existing improvements (house, garage, decks, etc.)
3. Copies of Nassau County Board of Assessors form, in duplicate, completely filled out and signed.
4. **Copies of Workman's Compensation Insurance Certificate (C105.2) and Disability Insurance Certificate (DE120.1) and Liability Insurance with Village named as Certificate Holder, and your license from Nassau County or Towns.**
5. Two (2) complete sets of plans signed and sealed by an Architect or Engineer licensed by the State of New York. Computer printout showing compliance with new IBC Energy Code must be submitted with plans. (See www.energycodes.gov for info).
6. Check made out to: Inc. Village of Russell Gardens for the Building Permit Fee which is **non-refundable** and Design Review Board fee (**non-refundable**).
7. Indicate if dumpster will be required. If so, dumpster cannot be placed on any Village street, but must be placed on homeowner's property. A fee of \$10.00 must be paid before placing dumpster on property.

Once application is reviewed for Zoning compliance, it will be forwarded to the Design Review Board for determination to see if it is a Major Application or Minor Application.

Please see attached additional requirements.

NOTE: ALL OF THE ABOVE DOCUMENTS MUST BE SUBMITTED BEFORE ANY ACTION WILL BE TAKEN ON YOUR APPLICATION.

Appointment is to be made with the Building Inspector for final inspection. A Fire Underwriter's Certificate is required where necessary.

INC. Village of Russell Gardens
6 Tain Drive, Great Neck, NY 11021

ALTERATION

Any structural or nonstructural change or addition to an existing building or structure, excluding the ordinary repair or replacement. The addition or removal of any window, or the change in size or shape of an existing window, and the replacement of an entire roof, or section thereof, with a material or color that is different from the existing roof shall be deemed to be an "alteration".

The repair, replacement, alteration or addition to an existing building or structure of 40% or more of its floor area or walls shall be considered new construction.

DRIVEWAYS

All spaces for the parking of vehicles must be depicted on a driveway plan and approved by the Board. Circular driveways are prohibited. Only driveways and parking areas depicted on a driveway plan approved by the Board are permitted. Driveways, parking pads and parking areas are prohibited within the first 40 feet of a front yard measured from the property line that abuts the street, except for the driveway approved by the Board.

MAJOR APPLICATION

A major application before the Board shall include all applications that are not deemed minor applications that involve an alteration to the existing façade of a building or structure.

When like kind materials are not available for façade finishes, the entire façade must be replaced and such application shall constitute a major application.

MINOR APPLICATION

A minor application before the Board shall include the repair or partial replacement or alteration of exterior façade elements to an existing building or structure with comparable materials of like kind and quality which will match the color and design of the existing façade.

The repair or replacement of windows, roof shingles, siding and other façade materials or the painting of a façade shall constitute a minor application when like kind materials are used.

The repair or replacement of a walkway or driveway proposed in the same location, with the same dimensions, shall constitute a minor application when like kind materials are used.

The repair or replacement of like kind air conditioning units and other outdoor equipment shall constitute a minor application provided the location of these structures were previously approved by the Board and no significant change is proposed that would impact abutting properties.

The repair or replacement of an entire roof which does not change the existing roof line shall constitute a minor application. Where an entire roof is being repaired or replaced, the applicant may propose different material provided such material is consistent with the architectural style of the building. Where only a part of the roof is repaired or replaced, the

applicant must use like kind shingles of the color and quality. If such material is not available, the applicant must replace the entire roof.

MASSING

1. Large undifferentiated volumes and/or wall surfaces are prohibited.
2. Abrupt transitions between volumes of a building shall be avoided.
3. In single-family dwellings, pitched roofs are required for no less than Three-quarters (3/4) of the surface area of the building's roof structure.
4. Pitched roofs should consist of at least two (2) sloped surfaces except when Adjoining higher vertical surfaces (i.e. shed, roofs). Neither sloped surface Should be less than one-third (1/3) the length of the longer side.
5. Pitched roofs shall have a minimum pitch of 1:3 except for dormers and shed Roofs.
6. The front façade of a single-family residence must have a pitched roofline as Defined herein.

MATERIALS

Designs will rely on a limited palette of materials for the main body of the building, excluding the roof. These materials will be limited to: brick, brick veneer, cement products with the appearance of brick; brick stucco; stone, stone veneer, cement products with the appearance of stone; wood shingles or wood clapboard. These products may be used individually or in combination thereof. When appropriate, these surfaces shall be relieved by trim, molding and other decorative elements such as shutters and other design elements.

LANDSCAPING

The use of evergreen plant material (e.g. pine, cedar, hemlock, holly, laurel, yew, pachysandra, myrtle, etc.) is required to ensure that any planned visual buffers function effectively year-round. All applications for the removal of trees shall be governed by the standards set forth in Chapter 51A-6.

COLOR

The Board encourages the use of colors, singly or in combination, which is consistent with the visual character of the existing buildings and landscape of the Village. Strident color schemes and/or colors which compete with the colors of the natural landscape are prohibited.

FENCES

All proposed fences must comply with Chapter 60-59.2.

REQUIREMENTS FOR SUBMISSION OF AN APPLICATION
FOR
DESIGN REVIEW BOARD MAJOR APPLICATION

1. Application (8 sets) and fee (\$250) is filed with the Building Department. After review by the Inspector for compliance with zoning, it will be forwarded to the Village Clerk for referral to the Design Review Board.
2. Provide elevation plans, signed and sealed by an architect or engineer, showing elevations of all proposed new buildings and structures and all affected elevations in case of additions or alterations to existing buildings and structures. The elevation shall be from a two-point perspective and shall identify the colors and types of material proposed, and, where applicable, shall include detailed drawings or other examples in print of the plan's significant features including, but limited to, windows, front doors, chimneys, pediments, dormers, cornices, quoins, railings, columns and arches.
3. A survey dated within 30 days of the submission date, prepared by a New York State licensed surveyor, depicting conditions as of the date of the submission of the application.
4. A site plan dated within 30 days of the submission date, prepared by a New York State registered architect or engineer depicting the following: Metes and bounds; all setbacks and street frontage; curb cuts and driveway location in relation to all relevant street intersections.; location of proposed underground utilities and easements; front setbacks of the houses within 200 feet of the proposed dwelling; existing elevations.
5. Floor area ratio calculations for all new construction and renovations unless the renovation is only a façade change in which case floor area calculations will not be required.
6. Driveway plan
7. A material board with samples of all proposed materials and cut sheets identifying the make and model of each material.
8. Scale model. Where the applicant proposed to construct a new dwelling or where a proposed enlargement would result in the increase of the gross floor area of an existing dwelling by 40% or more, the applicant shall be required to prepare a scale model and artist's rendering of the proposed dwelling. The scale model shall include grades at two-foot intervals and shall depict the dwelling on all three (3) sides. The artist's rendering shall depict the dwellings on either side of the dwelling that is the subject of the application.
9. Color photographs of the two (2) houses to each side and all houses within a 150-foot radius, including the front and rear.
10. Topographical map prepared by a New York State licensed surveyor depicting proposed grading with finished elevations, mean ground level at the proposed dwelling's perimeter, mean street curb level and first floor elevations, as well as the current topography of the site
11. Landscape plan. Where the applicant proposes new construction or where the building plans can reasonable be expected to result in new or additional

landscaping on the property or where the application is for new construction a separate landscaping application must be filed concurrently with the building permit application and shall include plans for all new or additional landscaping, showing existing trees, shrubs to be removed and all new plantings of trees and shrubs (include size and location), all grass and ground cover and all paved areas. The landscape plan shall also show: existing and proposed contours at two-foot intervals; elevations and grade levels for retaining walls and planters; all existing trees with a trunk diameter of four (4) inches or more at a point three (3) feet above the ground level and an indication of whether such trees are intended to remain or to be removed; other topographical features.

12. A two-point perspective color rendering, to scale, of the proposed dwelling and the houses on either side.
13. The Building Inspector or Board shall be entitled to require the applicant to provide any additional plans deemed necessary for a proper review of the application.
14. **NEW CONSTRUCTION** – For all new construction or alteration involving the repair, replacement, alteration to an existing building or structure of 40% or more of its floor area, the following additional requirements shall apply:
Prior to the filing of an application, the applicant shall submit preliminary schematic plans, a list of materials to be used for the project and the application form and fee.

Pre-hearing meeting. The Village Clerk shall schedule a Board meeting to be held within 30 days of the applicant's filing of its pre-application submission.

Following the pre-hearing application process, the applicant shall file a complete application package as set forth in **16A-5** and a public hearing will then be schedule in accordance with **16A-3D**.

When date is set for the Design Review Board hearing, at least 14 days prior to the public hearing, the applicant for such permit shall give written notice of such public hearing to all owners of property within 200 feet of the property which is subject of the application, by certified mail, return receipt requested, or personal delivery, as indicated on the most recent assessment roll of the Village. Proof of mailing or personal delivery of such notice shall be filed with the Village Clerk no later than five (5) days prior to such public hearing, and returned certified mail receipt shall be filed with the Village Clerk no later than one (1) days before the public hearing.

NOTE: ALL OF THE ABOVE DOCUMENTS MUST BE SUBMITTED BEFORE ANY ACTION WILL BE TAKEN ON YOUR APPLICATION.

YOU ARE REQUIRED TO CONTACT THE BUILDING DEPARTMENT FOR THE NECESSARY INSPECTIONS FOR SAID PERMIT.

Appointment is to be made with the Building Inspector for final inspection. A Fire Underwriter's Certificate is required where necessary.

INC. Village of Russell Gardens
6 Tain Drive, Great Neck, NY 11021
516-482-3246

Permit No: _____

CO/CC No: _____

Village of Russell Gardens
6 Tain Drive
Great Neck, NY 11021

APPLICATION FOR DESIGN REVIEW BOARD

ALL FEES ARE DUE AT THE TIME OF FILING AND ARE NON-REFUNDABLE

TO BE MADE OUT ON BOTH SIDES. Please see attached requirements which must accompany this application (**Incomplete applications will be returned.**).

The New York State Law requires that a Certificate of Workers Compensation Insurance, General Liability and Certificates of Disability be filed with this application as well.

Application is hereby made to the Design Review Board of the Village of Russell Gardens for the approval of the detailed statement and plans herewith submitted for the construction herein described.

New Building _____ Addition _____ Alteration _____ Demolition _____ Repair _____

ADDRESS: _____

ZONING DISTRICT: _____

SECTION: 2 BLOCK: _____ **LOT(S)** _____

DESCRIPTION OF WORK: _____

Estimated Construction Cost: _____

Total Floor Area of Proposed Building or Alteration: _____

Total Existing Building Area _____

No. Square Feet Additional Habitable Space: _____

Identify Required Variances: _____

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STATE OF NEW YORK}

$$\} \text{ SS:}$$

COUNTY OF NASSAU }

OWNER

PERMIT NO: _____ DATED: _____ CONST. COST: _____

FEE: _____

_____ Building Inspector

This application is subject to all terms & conditions of: _____

(Village office use only)	
Final Survey Dated: _____	Electrical Certificate No: _____
Additional Building Permit Fee of: _____ Required	
I have examined this application and the accompanying Final Survey & Electrical Certificate (here applicable) and have found tem to be in order and thereby authorize the issuance of a:	
Certificate of Occupancy	Certificate of Completion
Signed: _____, Bldg Inspector	
Dated: _____	

(Design Review Board use only)	
I have examined this application and have determined that it is a (check one)	
MAJOR APPLICATION	MINOR APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>
Signed: _____ DRB	Dated: _____

Inc. Village of Russell Gardens Design Review Board
Great Neck, New York

****AFFIDAVIT TO BE COMPLETED BY AGENT OR OWNER****

STATE OF NEW YORK)
COUNTY OF NASSAU) ss:

_____ being duly sworn, deposes and says that he/she is the agent named in the foregoing application for consideration of layout, that he/she has been duly authorized by the owner in fee to make such application and that the foregoing statements are true to the best of his/her knowledge and belief.

(Signed)

Sworn to this _____
day of _____, 200__.

Notary Public

****IF THE ABOVE AFFIDAVIT IS COMPLETED, THE OWNER MUST SIGN THE AFFADAVIT BELOW GIVING AGENT AUTHORIZATION****

****AFFADAVIT TO BE COMPLETED BY OWNER**
GIVING AGENT AUTHORIZATION**

STATE OF NEW YORK)
COUNTY OF NASSAU) ss:

_____ being duly sworn, deposes and says that he/she resides at _____ in the County of _____, State of _____; that he/she is the owner of _____ which is the subject premises described in the foregoing application, shown on the Nassau County Land and Tax Map as Section ____, Block ____, Lot ____ that he/she has authorized _____ to make the foregoing application and that the statements of fact contained in the foregoing application are true.

(Signed)

Sworn to me this _____
day of _____, 200__.

Notary Public

INCORPORATED VILLAGE OF RUSSELL GARDENS
6 TAIN DRIVE
GREAT NECK, NY 11021

DESIGN REVIEW BOARD

I hereby authorize the members of the Design Review Board, the Building Inspector of the Village to enter upon and inspect my property to aid the Design Review Board in rendering a determination with regard to this application.

Homeowner

VILLAGE OF RUSSELL GARDENS DESIGN REVIEW BOARD
6 Tain Drive
Great Neck, New York 11021

NOTICE OF HEARING

PLEASE BE ADVISED, that _____
residing at _____
Russell Gardens, New York 11021, has filed plans with the Design Review Board of the
Village of Russell Gardens for an alteration and/or addition to the above property.

The plans for said alteration and/or additions are available for your review during
normal business hours in the office at Village Hall, 6 Tain Drive, Russell Gardens, New
York 11021.

A public hearing will be held by the Design Review Board regarding approval of
said plans on _____ at Village Hall, located at 6 Tain Drive, Russell
Gardens, New York at _____ P.M.

At that time, all interested parties will have an opportunity to be heard. If you
cannot attend the public hearing, any comments regarding said plans may be made in
writing to the Design Review Board at Village Hall on or before the hearing date.

CONSENT FORM

**TO THE DESIGN REVIEW BOARD
INC. VILLAGE RUSSELL GARDENS
6 TAIN DRIVE
GREAT NECK, NY 11021**

The undersigned, owner of real property situated at _____
_____, said property being located within 100 feet of
property of _____ at _____, on
which an application has been made for the work heretofore indicated gives
his/her consent thereto.

Signed _____

Dated: _____

VILLAGE OF RUSSELL GARDENS

AFFIDAVIT OF DELIVERY OF NOTICE

_____ being duly sworn, deposes and
says:

On the _____ day of _____, 200 I hand
delivered to each person on the list of names and addresses filed with my
application a true copy of the notice required by the Village of Russell Gardens, a
copy of which notice is hereto annexed.

The persons names in said list and to whom I delivered said notice, are all
of the owners of all of the lands within a radius of 100 feet of the property
affected by my said application and the addresses designated in said list are the
post office addresses of said persons.

Sworn to before me this _____ day

Of _____, 200

Notary Public

TAX MAP DESCRIPTION

[illegible]