



## ARCHITECTURAL REVIEW BOARD

### ARCHITECTURAL AND SITE PLAN REVIEW GUIDELINES AND REQUIREMENTS

The following is a guide to assist you in obtaining Architectural and/or Site Plan approval for your project.

Any questions regarding the process can be answered from 8:30 am – 4:30 pm, Monday to Friday by

contacting the Building Department at 516.326.6319 or [FPBuildings@FPVillage.org](mailto:FPBuildings@FPVillage.org)

The Building Department is located at 1 Pool and Garage Road, Floral Park, NY

**\*\*\* Please note the format of submission has changed as of August 2020 – Documents must be submitted as  
(1) One Paper Copy and Electronically in PDF format. See below for further instructions \*\*\***

#### General Information:

Incomplete applications will not be accepted

The Architectural Review Board consists of local volunteers who are responsible for reviewing and approving all exterior building elements in our community, including signs, awnings and storefronts. The purpose of the Board is to protect property values, create a more attractive economy and business climate, enhance and protect the physical appearance of the community, preserve the architectural character of buildings, preserve the scenic and natural beauty of designated areas and to provide a more enjoyable and pleasing community. All applications are reviewed considering the entire façade including relationships to the neighboring buildings.

The following types of projects must be reviewed and approved by the Board:

1. New Buildings Including Garages
2. Additions or Major Façade Renovations to Existing Buildings
3. In-Ground Pools
4. Painting, Re-siding, or Alterations to the Facades of Commercial Buildings
5. Storefronts, Signs and Awnings (New or Renovated)
6. Photovoltaic (Solar) Systems
7. Sub-Divisions and Land Development Projects

The Board typically meets on the fourth Wednesday of each month, applications must be submitted a minimum *two weeks* prior to the meeting date. Applications will be accepted on a first-come-first-served basis with a maximum of 12 applications per month. It is strongly recommended that the design professional attend the meeting in the event that changes are necessary.

#### Filing Requirements for Alterations to Existing Buildings or New Garages:

Architectural Review Board Application

Filing Fee: cash or check only

**One (1) Paper Set, collated and folded and an electronic set in PDF format emailed to [ARB@FPVillage.org](mailto:ARB@FPVillage.org) must include:**

Construction Drawings Drawn to Scale – 11" x 17" maximum size, collated and stapled, must include:

Title block including the address of the property and the name and contact information for the design professional

A north arrow, scale and date on all drawings

Floor plans with dimensions clearly showing proposed, new, and removed walls and shall include room names.

Elevation drawings for each façade with the additions and changes shown shaded and clearly identifiable, including types and of materials (i.e. roofing, siding, windows, doors, trim) and architectural finish details.

A site plan drawing and full zoning analysis including number of stories, height of building, type of occupancy, lot area, lot coverage and all setbacks as required.

Drawings shall be stamped and sealed by a NYS Registered Architect or Engineer.

Drawing sets shall NOT include extraneous information such as energy performance, construction details and general notes unless the information is pertinent to the architectural elements on the façade.

Property Survey (Property Survey Affidavit is also required if existing survey is older than 12 months)

Color photographs showing all elevations of the existing buildings on the property and the front façade of the buildings immediately adjacent to the property on either side.

Photographs, scans or manufacturer information demonstrating type and color of all facade materials proposed. Colors and materials shall either match the existing or replace the existing in its entirety.

Physical samples of all colors and materials proposed can be presented to the Board at the meeting, physical samples will not be collected by the Building Department.



## ARCHITECTURAL REVIEW BOARD

### ARCHITECTURAL AND SITE PLAN REVIEW GUIDELINES AND REQUIREMENTS

#### Filing Requirements for New Buildings:

- Architectural Review Board Application
- Filing Fee: cash or check only
- One (1) Paper Set, collated and folded and an electronic set in PDF format emailed to [ARB@FPVillage.org](mailto:ARB@FPVillage.org) must include:**
- Construction Drawings Drawn to Scale – 11" x 17" maximum size, collated and stapled, must include:
  - Title block including the address of the property and the name and contact information for the design professional
  - A north arrow, scale and date on all drawings
  - Floor plans with dimensions clearly showing proposed new and removed walls and shall include room names.
  - Elevation drawings for each façade with the additions and changes shown shaded and clearly identifiable, including types of materials (i.e. roofing, siding, windows, doors, trim) and architectural details.
  - A site plan drawing and full zoning analysis including number of stories, height of building, type of occupancy, lot area, lot coverage and all setbacks as required.
  - Drawings shall be stamped and sealed by a NYS Registered Architect or Engineer.
  - Drawing sets shall NOT include extraneous information such as energy performance, construction details and general notes unless the information is pertinent to the architectural elements on the façade.
- Landscape Plan: a separate landscape plan with planting schedule detailing the plans for shrubbery, trees, lawn and landscaping features. Location of all trees currently on the property, and any proposed tree removal must be noted on the plans. The driveway, including dimensions and the garage location must be shown.
- Property Survey (Property Survey Affidavit is also required if existing survey is older than 12 months)
- Color photographs showing all elevations of the existing buildings on the property and the front façade of the buildings immediately adjacent to the property on either side.
- If the proposed front façade is not parallel to the adjacent existing building, a perspective drawing or rendering showing the new building in relationship to the existing neighboring buildings is required.
- Photographs, scans or manufacturer information demonstrating type and color of all facade materials proposed. Colors and materials shall either match the existing or replace the existing in its entirety.
- Physical samples of all colors and materials proposed can be presented to the Board at the meeting, physical samples will not be collected by the Building Department.

#### Filing Requirements for In-Ground Pools:

- Architectural Review Board Application
  - Filing Fee: cash or check only
  - One (1) Paper Set, collated and folded and an electronic set in PDF format emailed to [ARB@FPVillage.org](mailto:ARB@FPVillage.org) must include:**
  - Construction Drawings Drawn to Scale – 11" x 17" maximum size, collated and stapled, must include:
    - Title block including the address of the property and the name and contact information for the design professional
    - A north arrow, scale and date on all drawings
    - A site plan drawing and full zoning analysis including lot area, lot coverage and all setbacks as required.
    - Drawings shall be stamped and sealed by a NYS Registered Architect or Engineer.
    - Drawing sets shall NOT include extraneous information such as construction details and general notes unless the information is pertinent to the architectural elements for the pool.
  - Landscape Plan: a separate landscape plan with planting schedule detailing the plans for fences, shrubbery, trees, lawn and landscaping features. Location of all trees currently on the property, and any proposed tree removal must be noted on the plans.
  - Property Survey (Property Survey Affidavit is also required if existing survey is older than 12 months)
  - Color photographs showing the existing area at the proposed pool location.
- Note: A separate building and fence permit application must be filed once the Board has approved the project.



# ARCHITECTURAL REVIEW BOARD

## ARCHITECTURAL AND SITE PLAN REVIEW GUIDELINES AND REQUIREMENTS

### Filing Requirements for Alterations to Existing Commercial Building Facades:

- Architectural Review Board Application
- Filing Fee: cash or check only
- One (1) Paper Set, collated and folded and an electronic set in PDF format emailed to [ARB@FPVillage.org](mailto:ARB@FPVillage.org) must include:**
- Construction Drawings Drawn to Scale – 11" x 17" maximum size, collated and stapled, must include:
  - Title block including the address of the property and the name and contact information for the design professional
  - Elevation drawings for each façade with the additions and changes shown shaded and clearly identifiable, including types of materials (i.e. roofing, siding, windows, doors, trim) and architectural finish details.
- Property Survey (Property Survey Affidavit is also required if existing survey is older than 12 months)
- Color photographs showing all elevations of the existing buildings on the property and the front façade of the buildings immediately adjacent to the property on either side.
- Photographs, scans or manufacturer information demonstrating type and color of all facade materials proposed. Colors and materials shall either match the existing or replace the existing in its entirety.
- Physical samples of all colors and materials proposed can be presented to the Board at the meeting, physical samples will not be collected by the Building Department.

### Filing Requirements for Exterior Signs, Storefront and Awnings:

Separate Application, See the Building Department

### Filing Requirements for Photovoltaic (Solar) and/or Generators:

Separate Application, See the Building Department

### Filing Requirements for Subdivision:

Separate Application, See the Building Department

Once plans have been approved by the Board, a full building application, including full construction drawings, must be filed with the Building Department within 6 months of the approval date. If the plans are not submitted within this timeline a resubmission to the Architectural Review Board may be required.





# ARCHITECTURAL REVIEW BOARD

## APPLICATION FOR ARCHITECTURAL AND SITE PLAN REVIEW

ARCHITECTURAL REVIEW BOARD APPLICATION FOR ALL PROPOSED BUILDINGS, ALTERATIONS AND IN-GROUND POOLS

<b>Project information:</b> (Check all that apply)		Incomplete applications will not be accepted	
<input type="checkbox"/> Addition/Alterations <input type="checkbox"/> New Building <input type="checkbox"/> New Garage <input type="checkbox"/> New Pool <input type="checkbox"/> Photovoltaic (Solar) <input type="checkbox"/> Other: _____			
<b>Property Information:</b>			
Property Address:			
Section:	Block:	Lot:	Zone:
<b>Description of Work:</b>			
<b>Zoning Information:</b> (not required for interior projects)			
Total Lot Square Footage (sf):			
Existing	Minimum Side Yard:	Aggregate Side Yard:	Front Yard:      Rear Yard:
	Lot Coverage (sf):	Lot Coverage (%):	Rear Lot Coverage (sf):      Rear Lot Coverage (%):
	Total Building Area (sf):	Building Height (stories):	Building Height (ft)
Proposed	Minimum Side Yard:	Aggregate Side Yard:	Front Yard:      Rear Yard:
	Lot Coverage (sf):	Lot Coverage (%):	Rear Lot Coverage (sf):      Rear Lot Coverage (%):
	Total Building Area (sf):	Building Height (stories):	Building Height (ft)
<b>Owner Information:</b>			
Last Name:		First Name:	
Mailing Address:		City:	State:      Zip:
Phone Number:		Email:	
<b>Design Professional Information:</b>			
Last Name:		First Name:	
		<input type="checkbox"/> RA <input type="checkbox"/> PE	
Company Name:		NYS License Number:	
Company Address:		City:	State:      Zip:
Phone Number:		Email:	
<b>Material Submission Agreement:</b>			
I agree and understand that failure to furnish samples of colors and materials on the night of my scheduled hearing may result in postponing my approval until the next available hearing.			
<b>Owner/Applicant Signature:</b>			
Print Name:		Signature:	Date:
<b>Building Department Use Only:</b>			
Permit Fee:	Receipt:		
DOB/ZONING Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By:
ARB Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By: