



REQUIREMENTS OF THE ARCHITECTURAL HISTORIC REVIEW BOARD FOR ARCHITECTURAL & LANDSCAPE REVIEW

ERIK ASHEIM, ACTING BUILDING INSPECTOR 10 MAPLE AVE. NEW CITY, NY 10956-5099 (845) 639-2100

DATE: _____

THE ARCHITECTURE & LANDSCAPE COMMISSION GENERALLY MEETS THE 2ND AND 4TH MONDAY OF EACH MONTH AT THE CLARKSTOWN TOWN HALL IN ROOM 301, LOCATED ON THE 3RD FLOOR. YOU WILL BE NOTIFIED WHEN YOU ARE SCHEDULED.

INSTRUCTIONS

TEN DAYS PRIOR TO MEETING DATE SUBMIT THE FOLLOWING TO THE BUILDING INSPECTOR:

- (A) 10 Applications (B) Ten (10) Sets of Architectural Elevations (C) Ten (10) Site Plans (include streets indicated by name) (D) Ten (10) Copies of a Brief Narrative Detailing Proposed Work

NEW TAX MAP #: _____ OLD TAX MAP #: _____

NAME OF PROJECT: _____ TELEPHONE #: _____

ADDRESS OF PROJECT: _____

NAME OF APPLICANT: _____ TELEPHONE #: _____

ADDRESS OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____

NAME OF OWNER: _____ TELEPHONE #: _____

ADDRESS OF OWNER: _____

ZONING DISTRICT: _____ TYPE OF BUSINESS or PROFESSION: _____

BUILDING PERMIT NUMBER: _____ ZONING APPROVED: _____

NAME OF ARCHITECT: _____ TELEPHONE #: _____

ADDRESS OF ARCHITECT: _____

SIGNATURE OF ARCHITECT: _____

The following check list is to be completed indicating information and samples to be available at the hearing, if applicable.

Drawings:

- _____ Plans; showing service roads, parking (location, number and size), curbing, crosswalks, play areas, sidewalks, and exposed or protruding mechanical equipment and refuse disposal areas, screened from on-site and off-site views using compatible building materials and/or landscaping.
- _____ Finished elevators: including vents, chimneys, mechanical equipment and landscaping.
- _____ Landscaping plans: including description of mature vegetations (height, size, etc.), method of planting and maintaining vegetation.
- _____ Lighting plans: showing fields of illumination, height of fixtures and location.

Building Materials:

- _____ Color schemes
- _____ Swatches
- _____ Material samples

Photographs:

- _____ Photo simulation of proposed building/addition or color rendering
- _____ Properties within view of subject property
- _____ Proposed vegetation (at maturity)
- _____ Lighting fixtures

Narrative descriptions:

- _____ Proposed building/addition: written description of how the proposal will be compatible with and enhance the existing character of the neighborhood
- _____ Adjacent properties: written description and zoning of properties within view of the subject property

NOTE: If this is an addition or change to an existing building, the structure as a whole must be shown, and all the above requirements shall apply.