

BUILDING ADVISORY COMMITTEE GUIDELINES

APPLICATIONS AFFECTED

All applications which involve a change to the exterior appearance of any building located within the Village must be reviewed and approved by the Building Advisory Committee and, depending on the scope of the work, the Village's Consulting Architect.

Changes to the exterior appearance include, but are not limited to, additions, dormers, replacement of windows siding, porticos etc.

MEETING SCHEDULE

The committee meets, as needed on the second Tuesday and fourth Tuesday of each month. **ALL APPLICATIONS REQUIRING REVIEW MUST BE SUBMITTED NO LATER THAN 2:30 P.M. OF THE TUESDAY PRECEDING THE SCHEDULED MEETING.** Late applications will not be processed.

SUBMISSION REQUIREMENTS

It is recommended that Plans submitted for Building Advisory Committee review be "preliminary" type drawings since changes and/or modifications may be required. In order to properly evaluate an application the Committee requires that the following information be provided as minimal requirements:

1. PLANS - SUBMIT EIGHT (8) SETS

A site plan accurately drawn at a scale not less than 1" = 20', architectural floor plans accurately drawn at a scale of not less than 1/4" = 1'0" indicating the COMPLETE layout of the ENTIRE floor that will be affected by the new work, exterior elevations (views) accurately drawn at a scale not less than 1/4" = 1'0" which clearly show each view of the ENTIRE existing structure and existing finishes and sections drawn at a scale not less than 1/4" = 1'0" through the new and proposed structure.

2. PHOTOGRAPHS

Eight (8) sets of color photographs which show the COMPLETE view of each of the existing facades of the building must be submitted.

3. BROCHURE CUTS

Spec sheets of proposed external doors, fixtures, railings, shutters, garage doors, hardware etc.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

INSTRUCTIONS FOR BUILDING PERMIT

Once the application has been approved by the Building Advisory Committee, **COMPLETE** construction drawings must be submitted for review to determine Zoning and Building Code compliance. The submissions must include:

- (1) Two (2) sets of complete architectural, structural and mechanical plans drawn to scale, conforming to the requirements of the Building Code and Zoning Ordinance. Plans must be prepared by a registered architect or licensed professional engineer.

PLOT PLAN (min scale 1"= 20') to show

- A. Dimensions of Lot.
- B. Whether a corner lot or inside lot, with distance to nearest corner.
- C. Exterior dimensions and location on lot of all existing buildings and proposed alteration.
- D. Complete Zoning Computations.
- E. Set back of structures from street line, side lines and rear lines.
- F. Average set back of abutting properties.
- G. Elevations of first floor (above grade) of new construction and of abutting structures for a new dwelling. Elevation at center line of street at center of lot and finished elevation at each corner of lot.
- H. Location of cesspools or septic tanks.
- I. Location and dimensions of driveway, retaining walls, etc.

SPECIFICATIONS

2 copies of a full set of specifications or as included in drawings.

- (2) Complete this Application in Duplicate, sign both copies, obtain owner's signature; complete assessors form, sign.
- (3) **INSURANCE REQUIREMENTS**
 - Current, Valid Nassau County License
 - Worker's Compensation Insurance
 - Standard form: C105-2 or Waiver of Worker's Compensation Form: C 105.21
 - Disability Benefits Coverage Form: DB 120.1
 - Liability Insurance