

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.

PLEASE READ ALL INSTRUCTIONS CAREFULLY. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

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.** Three (3) complete packets with full size 24 x 36 sets of plans and all application documents. Applicants must also submit eight (8) complete packets with 11x17 sets of plans, copies of the application documents and any items listed below. Additionally, a PDF copy of the packet, all plans, surveys, and applications, must be emailed to the Village Clerk at clerk@plandomemanor.ny.gov 30 days prior to the meeting date.

- 1] Completed and notarized Application for Building Permit.
 - PDF copy must be emailed to the Village Clerk
- 2] Signed and notarized Affidavit, Notice of Appearance, Deposit Policy, Property Owners Endorsement and Full Disclosure Affidavit.
 - PDF copy must be emailed to the Village Clerk
- 3] Copies of elevation drawings (all at 1/4" = 1'0" scale; also showing window sizes and types and all material selections):
 - a) Front
 - b) Right Side
 - c) Rear
 - d) Left Side
 - Three (3) full size sets
 - Eight (8) 11x17 sets
 - PDF copy must be emailed to the Village Clerk
- 4] Copies of Site Plans (all at 1" = 20') showing all the setbacks on all sides.
 - Three (3) full size sets
 - Eight (8) 11x17 sets
 - PDF copy must be emailed to the Village Clerk
- 5] Copies of topographical survey showing existing & proposed grades.
 - Three (3) full size
 - Eight (8) 11x17
 - PDF copy must be emailed to the Village Clerk

- 6] Copies of survey within twelve (12) months of the application date.
 - Three (3) full size
 - Eight (8) 11x17
 - PDF copy must be 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.
 - Ten (11) color copies
 - PDF copy must be emailed to the Village Clerk
- 8] A detailed exterior finishes and materials list. (See attached sample)
 - Ten (11) copies
 - PDF copy must be emailed to the Village Clerk
- 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.
 - Three (3) full size
 - Eight (8) 11x17
 - PDF copy must be emailed to the Village ClerkTree Removal & Replacement:
If any trees are proposed to be removed in connection with the project, provide the following:
 - Completed Tree Removal Permit Application (available on our website)
 - Ten (11) copies of the Proposed Tree Replacement Plan, including:
 - Ten (11) copies of the survey showing the trees for removal
 - Ten (11) copies of the survey showing the proposed location of replacement trees
- 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] PDF version of entire submission as noted above must be emailed to the Village

Clerk.

- 15] 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.
- 16] Design Review Board Filing and Examination \$2,250, due upon filing.
 ***Must be two separate checks**
 \$250 Non-refundable filing fee
 \$2,000 Deposit for Village Expenses* (*must sign & notarize deposit policy*)
- 17] All applicants are required to serve notice to all property owners in a 200ft radius. **See below: ‘Requirements for Serving Notice’**
- 18] 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.
- 19] **Any change or deviation from DRB approved plans requires re-application to the DRB.**
- 20] **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.**

Requirements for Serving Notice

All applicants are required to serve legal notice to all property owners within a **200ft** radius of the subject property. **Mailing the Village legal notice will not be accepted.** Please see attached ‘Template for Serving Legal Notice.’

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.**

For example: If the hearing date is March 26th, the earliest date the notice can be mailed and postmarked is March 6th. The latest date the notice can be mailed and postmarked is March 16th. Regardless of Sundays and Federal holidays, the mailing must go out within that window, or the application will not be heard.

The original ‘Affidavit of Serving Notice,’ a copy of the notice that was mailed, and the certified mail slips must be submitted to the Village Clerk **seven (7) days prior** to the hearing date. Additionally, one (1) copy of the 200ft radius map showing the size of the plots and a list of the names and addresses of the current owners in which the notice was mailed to must also be submitted to the Village Clerk **seven (7) days prior** to the hearing date.

The green return receipts must be brought to the Village, the night of the hearing.

TEMPLATE FOR SERVING LEGAL NOTICE
(To be mailed to all residents within 200' radius of said property)

**DO NOT WRITE OVER THIS FORM, YOU MUST CREATE YOUR OWN
LETTER, THIS IS ONLY A GUIDE.**

(Applicants Letterhead)
Mr. & Mrs. Sample
687 Sample Lane
Plandome Manor, NY 11030

NOTICE OF DESIGN REVIEW MEETING

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

SAMPLE EXTERIOR FINISHES AND MATERIALS LIST

PLEASE PROVIDE IN DRB PACKETS AND COME PREPARED WITH SAMPLES 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 1/2” 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

(To be submitted to the Village Office with a copy of the 200' Radius Map and certified mail slips once mailings have been sent out. Notices must be mailed certified return receipt, no more than 20 days but no less than 10 days before the meeting.)

Notary Public

AFFIDAVIT

STATE OF NEW YORK }
COUNTY OF NASSAU } ss:

_____, being duly sworn, deposes and says:

Deponents are Petitioners in the within application to the Design Review Board of the Village of Plandome Manor; they have read the within Petition and know the contents thereof; the same are true as to your deponent's own knowledge, except as to those matters alleged to be stated on information and belief and as to those matters, deponents believe them to be true.

(Signature)

(Signature)

Sworn to before this
day of _____, 20____

Notary Public

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
_____, 20____.

(Signature)

(Address)

(Telephone)

Sworn to before this
day of _____, 20____

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, personnel attendance, 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