

ARCHITECTURAL REVIEW BOARD
INCORPORATED VILLAGE OF BAYVILLE
ARCHITECTURAL REVIEW APPLICATION INSTRUCTION SHEET

Architectural approval is required on all new enclosed structures proposed to be built within the Village of Bayville. In addition, any structure which is to be so improved, reconstructed or renovated that such improvement, reconstruction or renovation also requires approval of the Architectural Review Board as per Section 80-108A, article 23 of the Incorporated Village of Bayville Code.

1. A filing fee of \$225.00 must be submitted with each application. The application and all of the following documents must be submitted in **TRIPPLICATE**.
2. **Application**: All questions **MUST** be answered. Any questions or information not applicable must be noted, as N/A. The information provided should pertain only to matters concerning the applicant's request for architectural review. The application must be properly signed and notarized.
3. **Preparation of Plans**: Plans submitted must be prepared by a licensed architect or P. E. and show his/her stamp, license number and date the drawings were prepared, showing the following:
 - a. 4 rendered elevations showing the total proposed facades and indicating all proposed building materials;
 - b. all floor plans of all levels of the final proposed layout, and first floor elevation in accordance to datum;
 - c. elevation photographs of the existing structure and existing buildings directly adjacent thereto;
 - d. Plans must be original for the proposed structure. Plans originally prepared for a different structure which have been modified or altered by erasing lines, use of "white-out", etc., will NOT be accepted.
4. **Site Plan**: Must be up-to-date, prepared by a licensed surveyor and show:
 - a. existing and/or proposed structure(s);
 - b. existing and/or proposed front, side and rear yard setbacks and measurements;
 - c. location and dimension of driveway;
 - d. Location of cesspool(s) and drywell(s) showing distance from nearest property line and main structures;
 - e. all existing and/or proposed projections or encroachments, showing distance from nearest property lines;
 - f. any existing right-of-way with copies of Covenants and Restrictions pertaining thereto.
5. **Prior Approval Required**: Plans must be submitted to the Building Inspector for his review and comments prior to their submission to the Architectural Review Board. All necessary paperwork required by the Building Department in connection with the proposed building or alterations must be completed and submitted to the Building Department for their review prior to submission to the Architectural Review Board.
6. **Changes to Plans**: all plans submitted are to be considered in final form and can only be amended or modified by directive from the Architectural Review Board. Any revisions or modifications required must be done by the architect who prepared the plans, and the revision date(s) must be noted on the plans.
7. **Final Plans**: Upon final acceptance of plans by the Architectural Review Board, the revised plans are to be marked "**FINAL**" and signed by the owner. Printed upon or appended to the final plans will be the agreed upon specifications for building materials, color and any other pertinent information with regard to the design of the structure.
8. **Landscaping**: Preliminary plan for proposed landscaping, showing all existing trees and/or dense foliage and proposed landscaping additions.
9. **Environmental Approval**: A Short Environmental Assessment Form must be completed by each applicant and the form reviewed and signed by the Building Inspector of the Village.

Once plans have been reviewed by the Building Inspector, and the requisite fee paid, the application will be forwarded to the Architectural Review Board by the Building Department. Meeting date for Architectural Review is presently the second Tuesday of each month. Application and plans for Architectural Review submitted less than seven (7) days prior to the Board's next scheduled meeting will be considered at the following meeting. Each application is reviewed on its individual merits. The Architectural Review Board has the right to approve, deny or amend any plans presented to it for consideration. Written decision of the Board will be mailed to the applicant. No permits will be issued nor work commenced until the written decision of the Board is filed with the Village Clerk and the Building Department.

**INCORPORATED VILLAGE OF BAYVILLE
34 SCHOOL STREET
BAYVILLE, NEW YORK 11709
(516) 628-1439**

IN THE MATTER OF THE APPLICATION OF:

DATE OF SUBMISSION: _____ DATE OF A.R.B. REVIEW _____

NAME OF APPLICANT _____

MAILING ADDRESS: _____

BUSINESS ADDRESS: _____

HOME TELEPHONE: _____ BUSINESS TELEPHONE: _____

OWNER OF PROPERTY: _____

ADDRESS OF PREMISES FOR WHICH APPLICATION IS BEING MADE:

SECTION: _____ BLOCK: _____ LOT: _____

(Refer to latest tax bill or contact Town Receiver of Taxes in Oyster
Bay or Bayville Village Clerk)

I hereby certify that all information submitted by me in this application is true
to the best of my knowledge and ability.

(Signature of Applicant)

STATE OF NEW YORK)
:ss.:
COUNTY OF NASSAU)

On the _____ day of _____, _____, before me personally appeared _____
to me known, and known to me to be the individual described in and who executed the
foregoing instrument, and acknowledged that _____ executed the same.

NOTARY PUBLIC

ARCHITECTURAL REVIEW BOARD APPLICATION

1. Property is located in which District? (Please check one)

BUSINESS_____ AMUSEMENT_____ RESIDENTIAL_____

If Residential, please circle correct zone: (If unknown to applicant, please contact Village Hall for proper zone)

B C D E F

2. Date title to this property was acquired_____

3. Style of structure (i.e., Colonial, Ranch, Spanish, Tudor, etc.)_____

4. Type of structure: New_____ Renovation/Improvement_____

5. Interior floor plan_____sq. ft. Existing sq. ft._____ Proposed additional sq. ft._____

6. Size of Property on which structure is to be built_____

7. Color and material of exterior and trim_____

8. Color and material of roof_____

9. Color, style and material of windows_____

10. Style and material of Front Façade_____

11. Chimney style and Material_____

12. Type and color of gutters & leaders_____

13. Is current structure conforming to Village Zoning regulations? Yes_____ No_____

If no, give explanation_____

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)