

COMMITTEE OF ARCHITECTURAL REVIEW APPLICATION CHECKLIST

THE FOLLOWING DOCUMENTATION MUST BE INCLUDED WITH THE APPLICATION.

PLACE A CHECK MARK NEXT TO EACH ITEM TO AFFIRM THAT IT IS INCLUDED.

- 1) Application is submitted in triplicate, along with a filing fee of \$225. ____
A PDF OF THE ENTIRE APPLICATION IS REQUIRED AND SHALL BE EMAILED TO: BUILDINGDEPT@BAYVILLENY.GOV
- 2) Plans are stamped by a Registered Architect or Professional Engineer, and include the following: ____
 - 2a) Four (4) professionally rendered elevations showing the total proposed facades and indicating all proposed building materials. The color of renderings shall represent the true color(s) of the finished construction. ____
 - 2b) All floor plans of all levels of the final proposed layout, and first floor elevation in accordance to datum. ____
 - 2c) Elevation photographs, at least five (5) in number, of all sides of the existing structure. ____
 - 2d) Photographs of all existing buildings within 200 feet of the existing structure. ____
- 3) Site plan, accurately depicting the following: ____
 - 3a) Existing and/or proposed structure(s). ____
 - 3b) Existing and/or proposed front, side, and rear yard setbacks. ____
 - 3c) Dimensions and location of existing and/or proposed driveway. ____
 - 3d) Location of all cesspool(s) and drywell(s), and their setbacks to all structures and property boundaries. ____
 - 3e) Any existing right-of-way and/or easement. ____
 - 3f) Flood zone(s). ____
- 4) Landscaping plan, showing all existing trees and dense foliage, and including a schedule of any proposed plantings, seed, or sod. ____ **(MUST BE INCLUDED, EVEN IF NOT PROPOSING ANY CHANGES)**
- 5) I will be providing a sample board, or samples of materials, at my scheduled meeting. The samples will include, as applicable, exterior siding, roofing, door, and window trim work, as well as color samples. ____
- 6) I have filled out items 1-13 of the attached application and have listed the specific manufacturer's style and color. ____

I understand that the Village is relying on the accuracy of the information provided herein. I swear this application is a true statement of conditions at the subject address. By submitting this application, I acknowledge and agree that I am the owner of the subject property or have the approval of the property owner to submit this application. I understand that my failure to submit any of the above required documentation will result in my application being delayed until the documentation is submitted, and the application is complete. I acknowledge that any future change to any application approved by the Committee of Architectural Review will require approval from the Committee.

Name (Print)

Signature & Date

**COMMITTEE OF ARCHITECTURAL REVIEW
INCORPORATED VILLAGE OF BAYVILLE**

ARCHITECTURAL REVIEW APPLICATION RULES AND INSTRUCTIONS

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 Committee of Architectural Review as per Section 80-108A and section 80-111, Article XXIII of the Code of the Incorporated Village of Bayville.

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 **TRIPLICATE**.
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. None of the requirements set forth herein may be waived unless approved by the Committee of Architectural Review.
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. Four (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, at least five (5), in number, of all sides of the existing structure and of the existing buildings within 200 feet of the existing structure. 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
 - e. Artist or professional color renderings of the proposed structure or alterations shall be provided in advance of the Committee of Architectural Review meeting. Colors should be as close as possible to those of the samples provided by the applicant.
4. **Site Plan:** Must be up-to-date, prepared by a licensed surveyor and, accurately depict the:
 - a. Existing and/or proposed structure(s);
 - b. Existing and/or proposed front, side and rear yard setbacks and measurements; location and dimension of driveway;
 - c. Location of cesspool(s) and drywell(s) showing distance from nearest property line and main structures and the composition, dimensions and positioning of all leaders and gutters to any dry wells shall be indicated;
 - d. All existing and/or proposed projections or encroachments, showing distance from nearest property lines;
 - e. Any existing right-of-way with copies of Covenants and Restrictions pertaining thereto;
 - f. Plans should indicate if property is in a flood zone.
5. **Prior Approval Required:** Plans must be submitted to the Building Inspector for his review and comments prior to their submission to the Committee of Architectural Review. 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 Committee of Architectural Review. The Building Department shall include a concise report of the history of the application of the proposed structure or alterations including any variances requested, and approved, or rejected, in any zoning application, and include a copy of the SEAF provided by the applicant.

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 Committee of Architectural Review. 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 Committee of Architectural Review, 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 changes and/or additions, and shall include a schedule of any proposed plantings, seed or sod. All landscaping plans shall be provided before any approvals can be obtained from the Committee of Architectural Review.

9. **Committee of Architectural Review meeting, additional requirements:**

- a. Unless waived by the Building Department, every applicant and/or their representative(s) shall be required to attend the meeting of the Committee of Architectural Review at which the application will be reviewed;
- b. To facilitate any amendments by the Committee of Architectural Review, the applicant shall, whenever possible, be accompanied by a qualified representative, including but not limited to the applicant's architect, engineer, or builder;
- c. The applicant shall provide for this meeting, or any subsequent Committee of Architectural Review meetings, a sample board or samples of the materials to be used for exterior siding, roofing, and door and window trim work, as well as samples of the colors for these samples as well as exterior paint or stain.

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

NAME OF APPLICANT _____

MAILING ADDRESS: _____

BUSINESS ADDRESS: _____

TELEPHONE: _____

CELL PHONE : _____

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)
 (ELECTRONIC, DIGITAL, OR HANDWRITTEN)

ARCHITECTURAL REVIEW 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. Chief 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_____
