

VILLAGE OF ROCKVILLE CENTRE
EXTERIOR DESIGN REVIEW BOARD

Minimum Requirements for Application Submissions

NOTE:

THE ARCHITECT IS RESPONSIBLE FOR PREPARING AND COLLATING EIGHT (8) SEPARATE PACKAGES OF THE REQUIRED ITALICIZED ITEMS, PROPERLY FOLDED TO A MAXIMUM SIZE OF 10" X 13", FOR DISTRIBUTION TO THE BOARD.

- 1) Letter of Referral to the EDR.
- 2) Completed EDR application.
- 3) Filing fee: [See fee schedule](#) for residential or commercial properties.

4) **STEP ONE:**

Initial filing requirements: One full set PDF of plans, material list, plot plans, landscape plan rendering, photos, survey and one (1) initial radius map.

STEP TWO:

After meeting with the Design Consultants, provide eight (8) complete revised sets as follows:

- 5) Two sets of complete plans with Architect's or Engineer's seal.
 - (a) *Eight (8) sets of front, rear, right, and left side elevations*, two of which are sealed by a NYS design professional.
 - (b) *Eight (8) sets of landscape plans, all floor level plans, front, rear, right and left side elevations* reduced to 11" x 17".
- 6)
 - (a) SAMPLE BOARD showing all materials to be used.
 - (b) *Eight (8)* copies of LIST OF MATERIALS (i.e. colors, make, models, etc.)
- 7) *Eight (8) plot plans by a licensed surveyor, engineer, or architect*, which will show the following: (if subject parcel is located on a County Road, eight (8) original copies are required)
 - (a) Proposed setback from street line, proposed side yards, proposed rear yard.
 - (b) Proposed and existing elevations of the four corners of the subject property and elevation of adjacent properties.
 - (c) Proposed elevation of garage floor; proposed elevation of first floor.
 - (d) Proposed finished grade at four corners of building.
 - (e) Locate driveway and curb cut.
 - (f) Show location and size of all required dry wells.
 - (g) Locate and plot all existing trees; also, indicate size of trees.
 - (h) Locate and plot light poles, fire hydrants, etc.
 - (i) Compute area covered by all structures and indicate on plot plan.
 - (j) Provide and indicate documentation of building heights of adjacent premises in close proximity of the subject site.
- 8) Submit *eight (8) plot plans with a detailed landscape plan* indicating the location, type, and size of all new plantings, existing trees and shrubs which will remain.
* EXISTING AND PROPOSED AIR CONDITIONING UNITS MUST BE SHOWN ON THE PLOT & LANDSCAPE PLANS.
- 9) Prepare and submit *eight (8) copies of radius map* which will include the following information:
 - (a) Prepare radius map from tax maps showing all lots within 200' radius from all corners of property in question, designating section, block, lot(s), street addresses, and size of lot and name of owner of each parcel within said radius. (Tax maps available at the Village Tax Office, College Place, for reference.)
 - (b) Show setback from street line of all dwellings on the same side of the street within the same block of the proposed dwelling. Compute and indicate on drawing the average setback of all dwellings on the same side of the street within the same block.
- 10)
 - (a) Secure names and addresses of owners, using the section, block, and lot(s) from required radius maps at the Village Tax Office. List the names and addresses on Form BR-3; submit one (1) copy of the list of names to the Secretary of the Architectural Review Board.
 - (b) Send notice on Form BR-2 by Certified Mail Return-Receipt Requested to all owners within the required radius, at least seven (7) days before the scheduled meeting date. Said notice to state briefly the nature of the application, Index No., date of hearing, location, and address of property. Please be sure the back of the form (Affidavit oService) is completed and notarized.
 - (c) Certified Mail receipts shall be given to the Secretary of the Architectural Review Board no later than two (2) days before the date of the meeting
- 11) If this building plot is a split-off from an existing plot with dwelling, submit *eight (8) surveys* of existing dwelling and all structures showing side yards, front yard, rear yard, and area of land covered. (licensed surveyor, engineer, or architect)
- 12) Submit *eight (8) sets of pictures* of the subject parcel as well as pictures of all buildings on the same side of the street within 100 ft. each side of subject parcel and on the opposite side of the street for the same distance. Print address of building on each photo of building.
- 13) A professionally prepared color rendering (2-point perspective) will be required and *eight (8) sets of 11" x 14" color photographic reductions of the rendering*. On projects that have 2nd story front and rear additions, a front and rear rendering will also be required.
- 14) *Eight (8) sets of 11" x 14" site plan reductions.*
- 15) *It is requested that all renderings and plans be submitted electronically in PDF Format to JFISHER@RVCNY.US

NOTE: All applications and forms are available at the office of the Secretary to the Architectural Review Board, 110 Maple Avenue.

All applicants and/or applicants' architect must attend Architectural Review meeting to present application to the board. Failure to attend and provide appropriate representation may result in an adjournment to a later date and additional filing fees.