

ARCHITECTURAL REVIEW CHECKLIST

Owner _____ Telephone _____

Owners Address _____

Applicant/Contact _____ Telephone # _____

Address _____

CHECKED FOR OPEN VIOLATIONS/SUMMONS _____ INITIAL _____

_____ **ORIGINAL & SIX (6) COPIES OF COMPLETE & NOTARIZED APPLICATION.**

_____ **NON REFUNDABLE FILING FEE OF \$250.00 IN CASH OR CHECK MADE PAYABLE TO THE VILLAGE OF GREAT NECK.**

_____ **SEVEN (7) SETS OF PLANS SHOWING ALL ELEVATIONS LISTING MATERIALS, COLORS & MANUFACTURERS*****

_____ **SEVEN (7) SHADOW/SOLAR STUDY (IF APPLICABLE)*****

_____ **SEVEN (7) SETS OF CLEAR COLOR PICTURES OF SUBJECT PROPERTY AND NEIGHBORING PROPERTIES *****

_____ **SEVEN (7) SETS OF CLEAR COLOR PICTURES OF SUBJECT PROPERTY SHOWING AC COMPRESSOR AND REQUIRED SCREENING**

_____ **SEVEN (7) THREE DIMENSIONAL COLOR RENDERING OF ALL "NEW" CONSTRUCTION (ANY ALTERATION/ADDITION WHICH REPRESENT 50%+ IS CONSIDERED NEW)**

_____ **SEVEN (7) RECENT SURVEY MAPS (1 YEAR) with NASSAU COUNTY DATUM**

_____ **SEVEN (7) RADIUS MAPS (200' radius & 600' linear)*****

_____ **SEVEN (7) RADIUS MAPS (200' radius sent US MAIL & 20' of proposed compressor sent via REGISTERED MAIL) AC COMPRESSOR APPLICATIONS ONLY**

_____ **SEVEN (7) SETS OF MAILING LISTS & SAMPLE LETTER**

_____ **SEVEN (7) COPIES OF BOARD RESOLUTIONS (IF APPLICABLE)**

_____ **SEVEN (7) LANDSCAPE PLANS (IF APPLICABLE)**

PLEASE NOTE, THESE ARE THE MINIMUM REQUIREMENTS TO BE HEARD BY THE ARCHITECTURAL REVIEW COMMITTEE, IF ANY ARE MISSING, YOUR APPLICATION WILL NOT BE ACCEPTED.

TO BE HEARD AT THE MEETING, THE FOLLOWING ADDITIONAL ITEMS ARE REQUIRED:

_____ **AFFIDAVIT OF MAILING MUST CONFORM TO MAILING CRITERIA OF NOT MORE THAN 30 DAYS, NOT LESS THAN 15 DAYS**

_____ **SAMPLE BOARD (ALL MATERIALS, WITH MANUFACTURER, MODEL AND COLOR MUST BE AFFIXED TO A RIGID SURFACE IF APPLICABLE).**

***** NOT REQUIRED FOR AC COMPRESSOR WAIVER APPLICATIONS**

IF YOU HAVE ANY OUTSTANDING SUMMONS OR VIOLATION OR IF YOU OWE THE VILLAGE OF GREAT NECK ANY FEES, YOU MAY NOT BE HEARD UNTIL AND UNLESS THESE ISSUES ARE RESOLVED.

APPLICANTS SIGNATURE _____