

**Village of Northport  
Board of Architectural & Historic Review  
Permit Application**

Date Received
Date Revised
Application/File No.

<b>1a Application Type</b> <input type="checkbox"/> Residential Alteration <input type="checkbox"/> Sign <input type="checkbox"/> Minor Alteration <input type="checkbox"/> Major Alteration	Application Fee(s)
<b>1b Submittal Checklist items attached</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt No.

**2 Property Location**  
Address of property \_\_\_\_\_  
\_\_\_\_\_

**3 Requested Action** (Give summary description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4 Applicant**

Name \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**5 Property Owner**

Name \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_  
Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

**6 Action Taken**

Date	Decision
Date	Decision
Date	Decision

**7 Approval Details**

This approved application is based on the following exhibits:

Upon approval by the Board of Architectural & Historic Review, you are authorized to obtain all applicable permits required by the Northport Village Code.

Signature of Chairman \_\_\_\_\_ Date \_\_\_\_\_

Village of Northport  
Board of Architectural & Historic Review

**Major Alteration**

**Submittal Checklist**

- 1. Regulations:** This Submittal Checklist summarizes the items normally required for a review by the Board. The regulations concerning minor alterations are found in the Village Code, which is available online at [www.ecode360.com/NO0083](http://www.ecode360.com/NO0083) or by visiting Village Hall. The relevant chapters of the code include Chapter 13, Board of Architectural & Historic Review; Chapter 14 Historic Review [ in Business districts A & B]; and chapter 191, Lighting. In addition, a residential structure older than 100 years requires an historic determination (Chapter 15, Section 4) and, if found to be a historic building, a historic plan review (Chapter 15 Section 6) is required. In certain cases, you may choose to forgo historic determination. In that case, please ask for that additional form.
  
- 2. Consultation:** Applicants uncertain about how to proceed are encouraged to consult with the board prior to application submittal to obtain advice on matters of consistency with the guidelines and requirements. This consultation will also help identify a list of exhibits required for Permit Application review.
  
- 3. Appointments:** Whether for a preliminary consultation or an Application Permit review, an appointment is required to be on the agenda. Appointments can be made by calling Village Hall at (631)-261-7502 ext. 312. A completed Permit Application must be delivered to Village Hall no later than **2 weeks** before the meeting. Please submit **8 physical paper copies** of your application as well as a **PDF version** to [S.Odegaard@northportny.gov](mailto:S.Odegaard@northportny.gov)
  
- 4. Permit Application (8 copies)**  
 Items 1-5 completed
  
- 5. Written Description (8 copies)**  
 The scope of work to be done.  
 The existing and proposed uses.  
 The purpose of the proposed changes.  
 Materials and colors to be used.
  
- 6. Photographs (8 copies of each photograph)**  
 Printouts showing the relationship of the proposed project to adjacent buildings and to the neighborhood. Clearly show the style and character of the area.

## 7. Plans (8 sets)

Plan sets must have consistent labeling on all sheets. At least 1 set should be full size (max. 24" x 36"). Remainder of the sets can be reduced size (max. 18" x 24")

### A. Vicinity map

Small schematic map showing the location of the site within the Village

### B. Neighborhood context: Show project in context to its surroundings by providing:

Dated aerial photograph or digital map of the site and adjacent properties.

Streetscape elevations, photographs and/or sections showing the proposed project and adjacent properties on each side of the property, including street trees. The drawing should be 3x the width of the site (if site frontage is 50' the context elevation must include 50' on each side of the site).

### C. Site Plan

Show existing conditions and proposed changes.

Drawings are to scale

Drawings are oriented to the same direction

Property lines are dimensioned

Any underlying lot lines are shown

Footprint of all buildings and structures on site

Footprint of adjacent buildings and structures

Surface parking area, driveways, paths and sidewalks

Zoning setback lines

Site contours

Existing and proposed signs

Light fixtures, bicycle parking, trash and recycling (including proposed containers or related equipment) enclosures, fences

Show improvements in public right of way, including streets curbs, sidewalks and street trees within 30' of the property

Any easements or encumbrances across the property

Creeks or waterways on or adjacent to the property. Indicate "top of bank"

Tree location, species, size, drip line area; including trees located on neighboring property that overhang the project site

### D. Building Elevations: Show existing conditions to remain and the proposed changes:

Elevations of all sides of the building

Outlines of adjacent buildings

Height limit, daylight plane

All windows, doors, eaves, skylights, chimneys, rain water leaders, roof equipment and screens and other appurtenances on the building exterior

Type, finish, material and color of all surfaces

All signs and lighting on the building

### E. Floor Plans

- Submit sufficient floor plans to indicate how the interior of the building affects the exterior design, particularly window and door placement, required emergency exits, space usage, stairs and elevators etc.
- Dimensioned floor plans showing how floor area was calculated
- Fully dimensioned parking garage plans
- F. Roof Plans**
  - Heating, ventilating and air conditioning (HVAC) units shall be shown
  - HVAC equipment screens
  - Photovoltaic panels, if proposed
- G. Parking Layout and Circulation**
  - Fully dimensioned parking plan and required number of vehicular and bicycle parking spaces
  - Handicapped parking, loading, and signage
  - Main points of entry and exit and traffic flow
- H. Sections**
  - Provide illustrative wall section from parapet to foundation showing foundation, wall, windows, and doors, parapet cornice, eave, roof. Drawing should be at minimum  $\frac{1}{2}'' = 1'$  scale.
  - Provide building side sections showing roof and floor heights, site slope, automobile or pedestrian ramps, basement, underground garages, penthouses etc.
  - Provide section(s) at adjacent property lines indicating any grade differentials, showing fence height, retaining walls, ground slope, etc. (Drawing should be  $1'' = 10'$  scale.)
- I. Landscape Plan**
  - Schematic landscape plan
    - a. Trees and vegetation to be removed, retained and planted
    - b. Location, species quantities and size of all proposed plant materials (Plant List)
  - Fences, trellises, pots, street furniture and other amenities
  - Trash enclosures, bicycles enclosures etc.
- J. Lighting Plan**
  - Photometric drawing including footcandle numbers
  - Catalog cuts of proposed exterior fixtures
- K. Schematic Details:** showing appropriate architectural details to indicate the quality and nature of the design including:
  - Details showing how adjacent, dissimilar materials connect. Examples include: siding to windows, siding to roofs and parapets, eaves, railings, corners, and connections to existing structures.
  - Details showing attachments to building, when these occur, such as railings and awning
  - Details showing all exterior elements affecting appearance, including trim around windows and doors, barge boards, etc.

**8. Dimensional Images (8 copies)**

Massing model; axonometric or perspective drawings from the most visible. 3D images may be physical models, hand drawings, or computer generated.

**9. Colors and Materials**

Samples of actual colors and materials mounted on foam board to be retained by the Village as part of the permanent file.

Colored rendering for presentation in the public hearing to show accurately how color will be placed on building. (No duplicate copies required)

**10. Fee**

A fee of \$50.00 is due at the time of filing the application

Application # \_\_\_\_\_

**Board of Architectural and Historic Review  
Incorporated Village of Northport  
Northport, New York 11768**

**Applicant Request and Consent to Historic Plan Review,**

All Residential Zoning Districts and All Business Zoning Districts Except  
Central Business A and Central Business B Districts  
Under Chapter 15 of the Code Of The Village Of Northport

I, \_\_\_\_\_,

owner of (type of structure/s) \_\_\_\_\_

at (address) \_\_\_\_\_

request that the review of my application bypass Historic Determination and proceed directly to Historic Plan Review. Specifically, I request and consent to Historic Plan Review, in accordance with § 15-3(C) of the Code of The Village Of Northport, NY. I understand that this request and consent is in place of, and equivalent to, the Board of Architectural and Historic Review finding, under Historic Determination, § 15-3 and § 15-4, that the subject structure(s) referenced above is historic and is subject to Historic Plan Review per § 15-5 and § 15-6.

Signed \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_