

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

Date Received
Date Revised
Application/File No.

1a Application Type
 Residential Alteration Sign Minor Alteration Major Alteration

Application Fee(s)

1b Submittal Checklist items attached
 Yes 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

Minor 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 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**.

- 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. Site Plan

- Show existing conditions and proposed changes.
- Show improvements in the public right of way, including streets, curbs, sidewalks and street trees within 30' of the property.

B. Building Elevations: Show existing conditions to remain and proposed changes:

- Elevations of all sides of buildings
- Outlines of adjacent buildings
- Height limit
- 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

C. Section

- 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.

D. Lighting Plan

- Photometric drawings including footcandle numbers
- Catalog cuts of proposed exterior fixtures

E. 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 all exterior elements affecting appearance, including trim around windows and doors, barge boards, etc.

8. Colors and Materials

- Samples of actual colors and materials
- Colored rendering showing accurately how color will be placed on the building

9. 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 _____