

Village of Northport  
Board of Architectural & Historic Review

**Major Alteration/New Construction  
Submittal Checklist**

**1. Regulations** This Submittal Checklist summarizes the items normally required for a review by the Board. The regulations concerning major alterations and new construction 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 areas of the code include Chapter 13, Board of Architectural & Historic Review; Chapter 14, Historic Review [in Business Districts A & B]; Chapter 15, Historic Review [All Districts Except 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 an historic building, an historic plan review (Chapter 15, Section 6).

**2. Consultation** Applicants uncertain about how to proceed are encouraged to consult with the Board prior to preparing their submission to obtain advice on matters of consistency with the guidelines and requirements. This consultation will also help identify a list of exhibits required for a 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. A completed Permit Application must be delivered to Village Hall no later than one week before the monthly meeting (normally the first Wednesday of the month) in order to allow ample time to distribute the information to each Board member. If possible, please submit your Application as a PDF to [j.borden@northportny.gov](mailto:j.borden@northportny.gov) to facilitate timely distribution to Board members.

**4. Permit Application**

Items 1-5 completed

**5. Written Description (7 copies)**

A transmittal page listing and identifying all drawings, samples and exhibits included with the application

The scope of the work to be done

The existing and proposed uses

Materials and colors to be used

**6. Photographs (7 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 (7 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. (Show north arrow.)

Property lines are dimensioned.

Any underlying lot lines are shown.

Footprint of all buildings and structures on the 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 the 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 proposed changes:

Elevations of all sides of buildings

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, 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 a minimum  $\frac{1}{2}'' = 1'$  scale.

\_\_\_ Provide building site sections showing roof and floor heights, site slope, automobile or pedestrian ramps, basements, 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, bicycle 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, connections to existing structures

\_\_\_ Details showing attachments to building, when these occur, such as railings and awnings

\_\_\_ Details showing all exterior elements affecting appearance, including trim around windows and doors, barge boards, etc.

**8. Dimensional Images:** Massing model; axonometric or perspective drawings from the most visible locations. 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 the building. (No duplicate copies required.)

**10. Fee**

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

9/2016