

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](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)**

- The scope of the work to be done
- The existing and proposed uses
- The purpose of the proposed changes
- 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. 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 a minimum 1/2" = 1' scale.

**D. Lighting Plan**

- Photometric drawing 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, 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