

BOARD OF ARCHITECTURAL AND HISTORIC REVIEW
Incorporated Village of Northport

PERMIT APPLICATION

Date Received _____	Application No. _____	
Date Revised _____	Application Fee _____	
	Receipt No. _____	
Application Type	Sign _____	Alteration _____
	Commercial _____	Residential _____
Checklist Items Attached	Yes _____	No _____
Property Location	_____	

Requested Action (Description)	_____	

Applicant Name	_____	
Address	City	State Zip
Telephone No.	Email	_____
Signature	Date	

Property Owner	_____	
Address	City	State Zip
Telephone No.	Email	_____
Signature	Date	

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

1/31/24

BOARD OF ARCHITECTURAL AND HISTORIC REVIEW

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Submittal Checklist for Signs & Alterations

Regulations: This Submittal Checklist summarizes the items normally required for a review by the Board. The regulations concerning Alterations and Signs 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 [Business districts A & B]
- Chapter 191 Exterior Lighting.
- Chapter 15 section 4 Historic Determination
- Chapter 15 section 6 Historic Plan Review

In some cases, you may choose to forgo historic determination. Please ask for additional form.

Consultation: Applicants uncertain 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. An informal discussion/review can be added to the agenda for further advisement.

Appearance Before the Board:

- Meetings are the first Wednesday of the month at 6:30pm.
- To be added to the agenda to appear before the Board please call Village Hall at (631) 261-7502 ext. 310.
- A completed Permit Application must be delivered to Village Hall no later than 2 weeks before the meeting for Alterations.
- A completed Permit Application must be delivered to Village Hall no later than 1 week before the meeting for Signs.
- Please submit **8 hard copies** of your application, including the following checklist items, as well as a digital copy to: C.Lageraen@northportny.gov.
- Please include \$50 application fee.

Please see next pages for specific checklists..

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Sign Application Checklist

Please include in your application:

Permit Application (8 copies)

Written Description (8 copies)

- The nature of the business for which the sign will be used.
- Sign type and placement.
- Description of existing signage and indicate whether it will be removed.
- Description of illumination. **Note that internally lit signs are discouraged.**
- Description of materials and colors to be used, including materials that will be used to hang sign.

Photographs (8 copies of each)

- Color printouts of the existing sign location(s), showing the entire building with both neighbors and the street frontage.
- Color printout of the proposed sign(s), shown to scale, in the position sign is to be placed.

Drawings (8 copies of each)

- Scaled drawings of the proposed sign(s) showing size and types of lettering, logos, and any other graphics. Show any electrical or other mechanical equipment. Show details of installation.
- Show illumination plan. If illumination is not specifically shown, the sign will be considered non-illuminated.
- Applications for freestanding signs need to include a site plan indicating:
 - the location of the proposed sign
 - proposed landscaping for the base of the sign and vicinity
 - location of existing freestanding signs within 100 feet on both sides of the road along with photographs

Colors and Materials (8 copies)

- Samples of actual colors and materials.
- Color rendering showing accurately how the color will be placed on the sign/building.
- Manufacturer catalog for any proposed lighting fixture.

Fee

- A fee of \$50.00 per sign is due at the time of filing of the application.

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Alteration Application Checklist

Please include in your application:

Permit Application (8 copies)

Written Description (8 copies)

- The scope of work to be done.
- The existing and proposed uses.
- Materials and colors to be used.

Photographs (8 copies of each photograph)

- Printouts showing the relationship of the proposed project to adjacent buildings, neighboring houses, and to the neighborhood. Clearly show the style and character of the area.
- Clearly label all photos.

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").

Include:

- **Vicinity Map**
 - Small schematic map showing the location of the site within the Village.
- **Neighborhood Context:** Show project in context to its surroundings by providing:
 - Dated aerial photograph or digital map of the site showing adjacent properties.
- **Site Plan**
 - Show existing conditions and proposed work
 - Drawings are to scale
 - Drawings are oriented to the same direction
 - Property lines are dimensioned
 - Underlying lot lines are shown
 - Footprint of all buildings and structures on site
 - Approximate footprint of adjacent buildings and structures
 - Surface parking area, driveways, paths and sidewalks
 - Light fixtures, bicycle parking, trash and recycling (including proposed containers or related equipment) enclosures, fences
 - Any easements across the property (**Commercial only**)
 - Creeks or waterways on or adjacent to the property
 - Indicate freestanding lighting

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Alteration Application Checklist

- **Building Elevations:** Show existing conditions to remain and the proposed changes:
 - Elevations of all sides of the building affected by proposed work
 - Outlines of adjacent buildings
 - Height of building (**Commercial only**)
 - All windows, doors, eaves, skylights, chimneys and other appurtenances on the building exterior
 - Type, finish, material and color of all surfaces
 - All signs and lighting on the building

- **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.

- **Roof Plans**
 - Heating, ventilating and air conditioning (HVAC) units
 - Solar panels

- **Parking Layout (Commercial only)**
 - Parking plan including required number of vehicle spaces
 - Handicapped parking, loading and signage

- **Landscape Plan:** Show schematic landscape plane:
 - Trees and vegetation to be removed, retained and planted
 - Location, species quantities and size of all proposed plant materials
 - Fences, trellises, pots, street furniture and other amenities

- **Lighting Plan**
 - Indicate all exterior lighting

- **Schematic Details:** Show 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.

- **Colors and Materials**

- Samples of actual colors and materials mounted on presentation board
- Catalogue cuts of exterior fixtures
- Note that historical paint color collections from various manufacturers are encouraged.

Fee

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