

Village of Woodsburgh

30 Piermont Ave, Hewlett, NY 11557
Tel: 516-295-1400
Email: BuildingDepartment@Woodsburghny.com



Architectural Advisory Committee Application

Owner:		Date:
Owner's Address:		Section/Block/Lot:
		Project House Number:
Telephone No.		Street Name:
Email :		
Architect or Design Professional:		
License No.		Telephone No.
Address:		
Email:		
Applications Accepted By:		
Mail or In Person Woodsburgh Building Department 30 Piermont Ave Hewlett, NY 11557		
PROCEDURE FOR ARCHITECTURAL COMMITTEE REVIEW		
Fee: \$300.00 payable to the Village of Woodsburgh		
PLANS:		
<ul style="list-style-type: none">• 6 Sets of plans including floor plans and exterior elevations (minimum size 11" x 17") signed and sealed by a licensed professional.• 6 copies of Landscaping plan also signed and sealed by a license professional		
PHOTOGRAPHS:		
<ul style="list-style-type: none">• 6 sets to indicating all structures on both sides of subject property bound by each street.		
SAMPLE BOARD:		
<ul style="list-style-type: none">• Provide 1 sample board indicating all materials proposed. If an alteration and new materials match existing, state the same on plan. Where material match existing, a Sample Board will not be required.		
RENDERING:		
<ul style="list-style-type: none">• For a new building or an extension which exceeds 50% of the existing building area, a color rendering shall be provided indicating all materials, colors and three dimensional relationship of the proposal.		
APPLICATIONS SUBMISSIONS SHALL INCLUDE A PDF FORMAT OF THE ENTIRE APPLICATION, PLANS, MATERAILS AND RENDERINGS TO BUILDINGDEPARTMENT@WOOSDBURGHNY.COM		
THE COMMITTEE IS AN ADVISORY COMMITTEE AND WILL RECOMMEND APPROVAL WITH OR WITHOUT CONDITIONS OR DISAPPROVAL OF YOUR APPLICATION TO THE BOARD OF TRUSTEES.		

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§ 4-4.1 Notice of hearings.

[Added 12-5-2017 by L.L. No. 2-2017]

Upon filing of a completed application with the Architectural Advisory Committee, and upon payment of the required fee and deposit, if any, the Committee shall fix a time and place for a public hearing, and notice of such hearing shall be provided as follows:

A.

The Committee shall publish or cause to be published a notice of the public hearing in the official Village newspaper at least five days prior to the date of the public hearing.

B.

The applicant shall prepare (in form required by the Village) showing the names of the owners of all parcels of property located within a radius of 300 feet of the subject property, measured from all points of the property lines of the subject premises. At least 10 days but not more than 20 days prior to the scheduled date of the hearing, the applicant shall send a copy of the notice of public hearing (on the form provided by the Village) to all such owners in a manner authorized by the Board of Trustees by resolution, from time to time.

(1)

The names of said owners shall be taken as they appear on the last completed tax roll of the Village, except that the addresses must be those of the actual places of residence of the addressees.

(2)

The applicant shall file or cause to be filed a radius map and an affidavit of mailing (on the form provided by the Village), having attached thereto a true and complete copy of the notice of public hearing, with the Village Clerk not less than three days prior to the scheduled date of the public hearing, together with any return receipt cards or returned or undeliverable envelopes. Failure to deliver the radius map, the affidavit of mailing, and the return receipt cards or returned or undeliverable envelopes, if the manner of service requires return receipt cards, to the Village in accordance with the section may result in the application being stricken from the calendar.