



**APPLICATION FOR ARCHITECTURAL ADVISORY REVIEW**  
FOR EXTERIOR ALTERATIONS PURSUANT TO THE INCORPORATED VILLAGE OF WOODSBURGH  
VILLAGE CODE CHAPTER 4

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

ZONE \_\_\_\_\_ SECTION \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

OWNER'S PHONE NUMBER \_\_\_\_\_

DESIGN PROFESSIONAL \_\_\_\_\_

NYS LICENSE NO. [RA/PE] \_\_\_\_\_

PROFESSIONAL'S ADDRESS \_\_\_\_\_

PROFESSIONAL'S PHONE \_\_\_\_\_

**PROCEDURE FOR ARCHITECTURAL COMMITTEE REVIEW**

**FEE** – A Review Fee in the amount \$300.00 payable to the Village must accompany this application.

**PLANS** – Provide six (6) sets of plans including floor plans and exterior elevations (minimum size 11"x17") signed and sealed by licensed professional. Also provide six copies of the landscape plan signed by a licensed professional.

**PHOTOGRAPHS** – Provide six (6) copies of photographs indicating all structures on both sides of subject property bound by each street.

**SAMPLE BOARD** – Provide one (1) sample board indicating all materials proposed. If an alteration, and new materials match existing state same on plan. Where materials match existing, a Sample Board will not be required.

**RENDERING** – For a new building or an extension which exceeds 50% of the existing building area a rendering shall be provided indicating all materials, colors and three (3) dimensional relationship of the proposal.

It is suggested that submissions shall include a PDF format of the entire application, plans, materials, renderings, etc. to [villages3@optimum.net](mailto:villages3@optimum.net).

All applications are available at Village Hall - 30 Piermont Avenue Hewlett, New York 11557 (516-295-1400)

All applicants and/or applicants design professional must attend Architectural Advisory Committee meetings, when scheduled. Failure to appear will result in an adjournment to a later date and may require an additional filing fee.

The Committee is an advisory Committee, and will recommend approval, with or without conditions, or disapproval, of your application, to the Board of Trustees.

The Committee utilizes the criteria set forth in Village Code Chapter 4.

\*If it is determined that a public hearing is necessary, additional fees will be required.