

VILLAGE OF ROSLYN ESTATES
ARCHITECTURAL REVIEW BOARD
RULES AND REGULATIONS
As adopted – February 23, 2005

1. Filing and other pre-hearing requirements.

A. Applications to the ARB shall generally be treated within the following categories:

(i) Minor Alterations: Applications not falling within the other two categories.

(ii) Major Alterations: Applications which involve more than a 25% addition to an existing principal building and/or more than a 15% revision of the front elevation.

(iii) New buildings: Applications to demolish existing principal buildings or to build new principal buildings.

B. Every application to the ARB shall include the following documents, and such other documents as may be requested by the ARB:

(i) Survey. Must show all information customarily shown on a survey, including but not limited to: all structures, equipment, paved areas, utility lines, and easements. The survey must be no more than 6 month's old or the owner must certify that the survey is a true and accurate depiction of the site as it presently exists. If the certificate is not true, the matter shall be adjourned until a proper survey is submitted. (12 copies).

(ii) Floor plans (1/4" scale). (12 copies).

(iii) Proposed site plan. (12 copies).

(iv) Elevations of all affected elevations and details (1/4" scale). (12 copies.)

C. Additionally, every application to the ARB which involves a Major Alteration or a New Building shall also include the following documents and other requirements:

(i) Topographical survey. Must include everything shown on the survey and contours on the basis of 4 points on a 50 foot grid. (12 copies).

(ii) Tree Survey. Must show not less than all trees with a circumference greater than 10" at 5 feet above grade. (12 copies).

(iii) Landscaping plan (12 copies), including, but not limited to:

- (a) Foundation plantings.
- (b) All existing trees with a circumference greater than 10” at 5 feet above grade.
- (c) All of said existing trees to be removed.
- (d) All proposed new trees and other plantings.
- (e) A table showing all plantings to remain and to be planted, indicating type, size, and number.

(iv) Samples of all proposed materials and color samples (of sufficient size) to indicate the material used on the exterior of the building including, but not limited to, roofing, siding, brick, masonry, color brochures of doors and windows (including trim). The materials will be discarded by the Village upon the issuance of the Certificate of Occupancy.

(v) Color photos, 8½”x11”, mounted 2’ x 3’ foam boards of the existing subject house and other structures and premises, and of the houses, other structures and premises on the adjacent properties and directly across the street, with a legend or key identifying each photo.

(vi) Colored elevations of all affected areas (12 copies).

D. Additionally, every application to the ARB which involves a new building shall also include the following documents and other requirements:

- (i) Not less than three full weeks before the hearing, all buildings, driveways, and curb cuts must be clearly staked out with ribbon or paint by a surveyor.
- (ii) Proposed stormwater drainage plans. (12 copies).
- (iii) Computer created color renderings, at the option of the ARB. (12 copies).
- (iv) A model **or perspective rendering** at the option of the ARB.

E. Not less than three full weeks before the hearing, all trees must be clearly tagged and numbered to match submitted plans indicating which trees are to be removed and which trees are to remain.

F. All filing shall be completed not less than three full weeks prior to the ARB meeting at which the application is to be discussed. There shall be no exceptions.

G. In the event that the ARB requests changes to a proposed plan, such changes may be submitted not less than 2 full weeks prior to the ARB meeting at which the amended application is to be discussed.

2. Prohibited materials:

A. No aluminum siding shall be used for exterior surfaces excluding windows, doorframes, garage doors, and soffits, which shall be permitted.

B. No dryvit, glass block, artificial brick or artificial stone shall be permitted for exterior surfaces.

3. Scheduling.

A. Three full weeks prior to the regularly scheduled ARB meeting, all COMPLETED applications, which have been staked out, if required, and which have had all of the trees to be removed properly marked, shall be distributed to the Building Inspector and the consultant architect to the ARB for their review and comments.

(i) If the application is not deemed “complete” by the Building Inspector, the Building Inspector shall notify the applicant and specify in writing the bases for the determination that it is not complete.

(ii) The Building Inspector shall review all zoning, landscaping, and stormwater issues, to the extent relevant. If appropriate, the Building Inspector may seek the assistance of the Village Engineer with regard to stormwater or other engineering issues.

(iii) The Consultant Architect shall review design and other aesthetic issues, including, but not limited to, architectural style, colors, elevations, massing of building, suitability with neighbor’s character, building materials, landscaping, and historic nature of the Village.

B. Two full weeks prior to the regularly scheduled ARB meeting, the complete application, together with the comments of the Building Inspector and the consultant architect shall be distributed to the members of the ARB.

4. Notifications.

A. The applicant of a major renovation or a new house shall give notice to all property owners within 200 feet of the subject premises, or as otherwise directed by the Chairperson, by certified mail return receipt requested, not less than 14 days before the scheduled meeting.

5. Meetings and Requirements of members.

A. Meetings shall be held once a month, or more frequently if called by the Chairperson or a majority of the ARB for the purpose of approving amended plans.

B. Applications for Minor Alterations should be resolved at the first meeting. The matter may be adjourned if the owner is not present or represented by a professional authorized to act on behalf of the owner.

C. Presentations involving Substantial Alterations or New Buildings shall be presented by the owner's architect or other design professional and shall not exceed 30 minutes.

D. Minutes of each meeting and each decision shall be kept. Minutes of the meeting shall be prepared by a Village employee or, at the request of the ARB, a licensed court reporter to record the exact plans, materials, and colors approved by the ARB.

E. Members shall inspect every site and the adjacent premises prior to the meeting at which such site is scheduled to be heard.

F. Members shall not miss more than three regular meetings in any Village year.

G. Members shall meet semi-annually with the BZA and Planning Board to exchange ideas, discuss pertinent issues, and critique the efforts of each of the bodies.

6. Enforcement of decisions.

Prior to the issuance of a Certificate of Occupancy, the Building Inspector and a representative of the ARB shall review the plans, materials, colors, plantings, and all other aspects of the approved decision to ensure that the construction and all other aspects of the approved decision and the conditions imposed therein have been fully complied with.