

Village of North Hills



Marvin Natiss
Mayor

Dennis Sgambati
Deputy Mayor

Elliott Arnold
Phyllis Lentini
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VILLAGE OF NORTH HILLS REQUIREMENTS FOR ARCHITECTURAL REVIEW BOARD

The Architectural Review Board meets on the second Tuesday of each month. The deadline for inclusion on the agenda and COMPLETE application submission must be made by 3:00 pm at least 10 business days before the meeting.

Please include nine (9) collated sets and one (1) electronic set of the following:

1. Letter requesting meeting to Chair Alison Chimerine and members of the Architectural Review Board with the following information:
 - (a) Owners Name
 - (b) Architect or Engineers name
 - (c) Project Address
 - (d) **Details** of the scope of the project relating to the exterior
2. Material list must be provided and will include:
 - (a) **ALL** items to be added, installed or replaced on the house
 - (b) Type of material and name of Manufacturer
 - (c) Manufacturer's style number or model number
 - (d) Color name or number as identified by Manufacturer
3. Architectural plans of the following:
 - (a) Site Plans
 - (b) Color photos or renderings of existing structure
 - (c) Color renderings of proposed structure, additions or alterations
 - (d) All affected elevations
 - (e) Landscape plan with schedule of plants and/or lighting
4. Photos of subject property and houses to each side.

5. Building material samples and color samples (to be brought to the meeting)
6. ARB referral letter from Building Department.
7. Notification to the Board of Managers, NOT the managing agent (Complete Proof of HOA Notification Affidavit)
8. Any applicant residing in a development governed by an HOA or Board, will provide an approval letter (not conditional) signed by Board President or Board member (NOT the managing agent) acknowledging the **specific details** of the project.

ALL ITEMS MUST BE PROVIDED TO APPEAR BEFORE THE ARB