

Village of Great Neck Plaza, Inc.

• GUSSACK PLAZA • PO BOX 440 • GREAT NECK, NY 11022 •
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Historic Preservation Commission

Michael Nikrooz, Chairman, Michael Deluccia, Vice-Chairman
Mark Bomser, Kamy Moghbelli, Art Zander, Trustee Pam Marksheid

Application for Certificate of Appropriateness

Date Received _____

Date: _____

Owner: _____ Applicant if different than Owner: _____

Address of Owner/Applicant: _____

Address of Affected Property: _____

Phone: (Home) _____ (Work) _____

Use of Property: ___ Commercial ___ Residential ___ Number of Units: _____

Applications should be submitted at least 1 week in advance of the Commission's meeting. Incomplete applications will be tabled until the required items are submitted. Applicants must attend the Commission meeting.

Signs/Awnings

- Color Photograph(s) showing the whole property, the adjacent properties, and the affected area.
- Scaled sketch, drawing, or photograph of proposed sign or awning and post design, if applicable: include all dimensions, type and style of lettering and font, samples of colors, color name, and description of materials to be used including any applicable hardware for mounting. Sketch or plot plan (drawn to scale) of proposed sign/awning location on property, proposed awning drawings should include elevation and section showing height from street, depth, width, and dimensions of flap.
- Description of any lighting proposed including lamp type, mounting, wattage, location and appearance of fixture.

Painting

- Color Photograph(s) showing the property and adjacent properties, the affected area of the property and detailed photos of trim and detail work.
- Description of painting work to be done and samples of colors to be used.

Windows (New or Storm)

- Color Photograph(s) showing the property and adjacent properties, the affected area of the property and the existing windows to be replaced.
- Pictures or brochures of the proposed windows including details on the size, type, materials, and color.

Landscaping

- Color Photograph(s) showing the property and adjacent properties, the affected area of the property.
- Plot plan (drawn to scale) of the property showing where the new landscaping will be located.
- Description, sketch drawings and images of plants, trees, and other landscaping elements (decks, gazebos, garden structures, walkways, etc) proposed to be added.

Roofing

- Color Photograph(s) showing the property and adjacent properties, the four sides of the property and additional coverage of the affected area.
- Descriptions, samples and/or specifications indicating materials and colors to be used on the exterior of proposed roof, including roof flashing and trim.

Fences

- Color Photograph(s) showing the property and adjacent properties, and the affected area of the property.
- Scaled sketch, drawing, or photograph of proposed fence: include all dimensions, samples of colors, and descriptions of materials to be used and any applicable hardware for mounting.
- Plot plan (drawn to scale) showing location on the property where the proposed fence will be installed.

New Construction / Addition

- Color Photograph(s) showing the property and adjacent properties, and the affected area of the property.
- Plot plan (drawn to scale) showing all new construction and its relationship to existing building(s) on the proposed site.
- Plans and elevation drawings (drawn to scale) of proposed addition and its relationship to existing building(s) showing proposed design of new construction or new addition.
- Descriptions, samples and/or specifications indicating materials and colors to be used on the exterior of the proposed new structure or addition.

Demolition

- Color Photograph(s) showing property and adjacent properties, and the affected area.
- Written description of reasons for demolition.
- Detailed plan for redevelopment of site and any affected site features and a timetable for redevelopment to start (no more than 6 months after demolition).

Other / Repair

- Attach explanatory material as applicable to provide complete details of proposed work.

Signature of Applicant: _____

Project Description _____

For Historic Preservation Use Only

Commission Decision

___ Approved ___ Approved with Conditions ___ Tabled ___ Denied

Preservation Commissioner Signature

Title

Date