

Village of Great Neck Plaza
• GUSSACK PLAZA, PO BOX 440 • GREAT NECK, NY 11022 •
(516) 482-4500. FAX (516) 482-3503
www.greatneckplaza.net

MAYOR
Ted Rosen

DEPUTY MAYOR
Pamela Marksheid
Lawrence Katz

TRUSTEES
Michael DeLuccia
Siu Long (Alex) Au

Historic Preservation Commission
Michael Nikrooz, Chair, Mark Bomser, Mindy Greenberg, Art Zander,
Deputy Mayor Pamela Marksheid

VILLAGE CLERK-
TREASURER
Patricia O'Byrne

VILLAGE
ATTORNEY
Richard Gabriele, Esq.

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) _____ Email: _____

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

PLEASE NOTE:

- Applications must be submitted at least ten (10) days in advance of the Commission's meeting;
- Incomplete applications will be tabled until the required items are submitted;
- Applicants must attend the Commission meeting and be prepared to answer any questions regarding the specifics of their application

Signs/Awnings

- Color Photograph(s) showing the entire 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, samples of material(s) and a description of any additional colors not addressed by the material(s); a description of the materials to be used for any applicable hardware for mounting.
- Sketch or plot plan (drawn to scale) of proposed sign/awning location on property, with elevation and section showing sign/awning (and raceway, if applicable) height, depth, and width.
- 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.

Application for Certificate of Appropriateness

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.
- Specifications of the proposed windows including a photo/drawing and details on the size, type, material(s), 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 new construction and its relationship to existing building(s) on the proposed site.
- Plans and elevation drawings (drawn to scale) of all sides of the proposed addition and a roof plan showing proposed design of new construction or new addition, along with the proposal's relationship to existing building(s).
- Descriptions, samples, and/or specifications indicating materials and colors to be used on the exterior (e.g., walls, trim, roof) 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:

Application for Certificate of Appropriateness

For Historic Preservation Use Only

Commission Decision

Approved: _____ Approved with Conditions: _____ Tabled: _____ Denied: _____

Preservation Commissioner Signature

Title

Date