

Village of Great Neck Plaza  
• GUSSACK PLAZA. PO BOX 440 • GREAT NECK, NY 11022 •  
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[www.greatneckplaza.net](http://www.greatneckplaza.net)

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Deputy Mayor Pamela Marksheid

VILLAGE CLERK-  
TREASURER  
Ana Quinones

VILLAGE  
ATTORNEY  
Richard Gabriele, Esq.

## Application for Certificate of Appropriateness

Date Received \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Applicant (if different than Owner): \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ 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:

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