





**DEPARTMENT OF BUILDINGS**  
**INCORPORATED VILLAGE OF GARDEN CITY**  
 VILLAGE HALL  
 351 STEWART AVENUE  
 GARDEN CITY, NY 11530  
 516-465-4040(O) – 516-742-5377 (F)  
 DOB@GARDENCITYNY.NET



## INSTRUCTION PAGE

**\*\*This section is NOT to be submitted with your application – For Information Purposes Only \*\***

### FEES

*Residential Construction under \$20,000	\$625
*Residential Over \$20,000	\$1,125
<i>*Applies to 3 families or less</i>	
*Commercial Under \$20,000	\$1,125
*Commercial Over \$20,000	\$2,125
<i>*Applies to 4 families or more</i>	

### Form Sections

### Form Instructions

<b>1. Property Information</b>	Provide the full property address. All information is to be provided since permits are based on location. Be as specific as possible on actual location.
<b>2. Job Description</b>	Provide a brief description of the work to be covered under this application.
<b>3. Owner / Tenant Application</b>	All information is required, unless <b>address</b> was stated under “Property Information.” In which, case check the box in the right hand corner and fill in all contact information.
<b>4. Designer of Record Information Statement and Signature</b>	Check (X) the appropriate box and include the required NYS License #.
<b>5. Property Owner Statement and Signature</b>	All information is required, unless <b>contact information</b> was stated under “Owner/Tenant Information.” In which case, sign, print, and date.



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## **PLANNING COMMISSION HEARING REQUIREMENTS**

Submission date: \_\_\_\_\_

Planning Commission Application #: 2019-xxxx

Hearing date: \_\_\_\_\_

**Nine (9) complete, collated packages consisting of the following checked (  ) items:**

- 1. Original photographs of the site and adjacent areas and structures sufficient to provide adequate representation of the site context and any other site influences.
- 2. Samples of exterior building materials and finishes and color palette for visible surfaces.
- 3. Detailed drawings of decorative elements. The drawing list must consist of the following;
  - 1. Existing conditions survey and building plans.
    - A. Floor plans
    - B. Roof plan
    - C. Building elevations
  - 2. Proposed site plan including the existing conditions data as a composite drawing.
  - 3. Proposed building floor plans.
  - 4. Proposed roof plan.
  - 5. Proposed building sections including existing building assemblies to be altered.
  - 6. Proposed building elevations with one (1) color rendered building elevation or one (1) photo shop building elevation.
    - A. All proposed finish materials are to be identified.
    - B. All drawings are to include dimensions, elevation heights and datums.
- 4. The location, size, design and type of construction of all proposed signs.
- 5. Sectional drawings to explain the character of the design. *(See drawing list)*
- 6. Complete and accurate exterior elevations of all façade s, drawn at a scale adequate to show clearly the appearance of all proposed buildings and structures. *(See drawing list)*
- 7. An area map showing the applicant's entire holding, that portion of the applicant's property under consideration and all properties, subdivisions, streets, easements, deed restrictions and areas dedicated to public use within two hundred (200) feet of the applicant's property.
- 8. A map of site topography at two (2) foot contour intervals. *(See drawing list)*
- 9. The title of the drawing, including the name and address of the applicant, the owner and the person responsible for preparation of such drawings. *(See drawing list)*
- 10. A north arrow, scale and date on all plans.
- 11. Boundaries of the property plotted to scale. *(See drawing list)*
- 12. Existing buildings and structures to remain or to be removed.
- 13. Existing grading and drainage plan showing existing contours, soil characteristics and watercourses and proposed grading and drainage plan showing all drainage on site and all proposed contours, soil characteristics and watercourses. *(See drawing list)*
- 14. The location, design, type of construction, proposed use and exterior dimensions of all buildings. *(See drawing list)*
- 15. The location, design and type of construction of all parking spaces and loading areas, showing ingress and egress, curb cuts, the size of such spaces and areas, the width of circulation aisles and distances from property lines. *(See drawing list)*



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- 16. The location, design and type of construction of all pedestrian access.
- 17. An exterior lighting plan adequate to determine its character, the location and design of building and outdoor lighting facilities and means of illumination, and to enable review of possible hazards and disturbances to the public and adjacent properties. Provide all lamp types, lumen outputs and fixture catalog cuts.
- 18. The location and design of all existing and proposed site improvements, including drains, culverts, walls, fences, hedges and screen plantings and all existing trees on the subject property which have a diameter of eight (8) inches or greater, measured eighteen (18) inches above the ground.
- 19. A description of the method of public water supply and sewage disposal and the location of such facilities.
- 20. The location of fire and other emergency zones, including the location of fire hydrants. *(See drawing list)*
- 21. The location and design of all utilities, including electrical, gas and solar energy, telephone and cable television. *(See drawing list)*
- 22. The location and proposed development of all buffer areas, including existing vegetative cover.
- 23. Identification of the location and amount of building area proposed for each intended use, including storage and common areas, and the location of outdoor storage, if any.
- 24. A general landscaping plan and planting schedule.
- 25. Identification of state, county, town or other agency approval or permits required for the execution of the project along with copies of all applications for such approval or permits.
- 26. Any other item deemed to be necessary by the superintendent of buildings or the Architectural Design Review Board.
- 27. Existing survey, showing current conditions of the property. A current updated survey may be required.

Your design professional is requested to be present at the meeting. You are required to provide all the items checked above. All items are to be indicated in your submission by reference and supportive documents. All physical items are to be brought to the hearing on the day your application is scheduled to be heard.

***Please note:***

***Any items not currently checked may be required upon review and approval of the Planning Commission.***

**Please be reminded that no work is to commence until all building application(s) are submitted and permit(s) have been issued by the Buildings Department.**

The original and **eight (8), total of 9 copies** of the letter(s) and all other attachments outlined above must be folded and collated into eight (9) complete sets. Samples of all materials must be brought to the meeting.