



Village of Southampton
BUILDING DEPARTMENT
71 Hill Street
Southampton, NY 11968

ARB APPLICATION CHECKLIST

Please complete and include the following information so that your application can be processed. Applications must be complete and submitted three weeks before an ARB meeting to be reviewed.

COMMERCIAL PROJECTS (All applications require a public hearing) YES NO

- 1. New Structure
- 2. Addition or renovation
- 3. Is this an Application to Demolish a structure?
- 4. Is this an Amended Existing Application?
- 5. Commercial Gate – Fence – Enclosure – or any Structure Item not listed herein
- 6. A.D.A Application (American Disability Act) (Schematic & material details)

RESIDENTIAL PROJECTS (May require a public hearing) YES NO

- 1. New Structure
- 2. Addition or Renovation
- 3. Is this an Application to Demolish a structure?
- 4. Is this an Amended Existing Application?
- 5. Gate – Fence – Shed – Enclosure – Stair – Entry Posts
- 6. Is applicant requesting from ARB, relief from completed work?

YOUR APPLICATION REQUIRES THESE ITEMS

- _____ 1. Legal survey showing proposed work on property
- _____ 2. A completed building department application
- _____ 3. Site Plan of proposed work (if this is a commercial application)
- _____ 4. Photographs – A-B-C
 - A) Additions/renovations, photographs of existing conditions at all compass
 - B) Photographs of property to either side and opposite of proposed work area
 - C) Existing details to compare to proposed new details
- _____ 5. Complete set and required elevations at quarter inch scale for detail review
- _____ 6. 3/4" to 1' section details on fascia, soffits, window/door and decorative elements
- _____ 7. Paint color samples of exterior trim and siding and other exterior finishes
- _____ 8. Window and Door lite cuts and type (insulated glass, simulated divided, Etc.)
- _____ 9. Siding material with exposure in inches indicated on elevations
- _____ 10. Roof material indicated and sample, if other than cedar, color and texture
- _____ 11. ZBA or Planning Board decisions attached

continued on page 2

HISTORIC DISTRICT

- _____ 12. Is this project located in a Historic District?
- _____ 13. If so, are the Certificate of Appropriateness and New York State Historic Inventory form (if any) Attached?
- _____ 14. Have you read & reviewed Architectural Design Guidelines For Historic Districts and Landmarks? (Building Department will provide a copy for sale)

SIGNS

- _____ 1. Material (wood, metal, etc)
- _____ 2. Colors included (limited to 3 colors)
- _____ 3. Lettering with font size and style
- _____ 4. Illumination being proposed or renewed
- _____ 5. Structure and materials indicated for ground supported signs
- _____ 6. Photograph of where sign is or will be located
- _____ 7. Size of overall sign with schematic drawing

APPLICANT'S ACKNOWLEDGEMENT OF COMPLETION OF THIS APPLICATION CHECKLIST

OWNERS PRINTED NAME: _____

APPLICANTS PRINTED NAME: _____

APPLICANTS SIGNATURE: _____

APPLICANTS PHONE # _____

DATE: _____