



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)

ARCHITECTURE DESIGN REVIEW BOARD
APPLICATION

OFFICE USE ONLY

APPLICATION #

Fee Collected

\$

1. PROPERTY INFORMATION

FOR A SIGN APPLICATION PROCEED TO SECTION #2

ADDRESS: GARDEN CITY N.Y 11530

ZONED: ☐ RESIDENTIAL ☐ COMMERCIAL

CURRENT USE OF PROPERTY ☐ SINGLE FAMILY ☐ MULTIPLE FAMILY ☐ COMMERCIAL/BUSINESS ☐ OTHER *DESCRIBE IN #5

PROPOSED USE OF PROPERTY ☐ SINGLE FAMILY ☐ MULTIPLE FAMILY ☐ COMMERCIAL/BUSINESS ☐ OTHER ☐ NO CHANGE

2. SIGN APPLICATION ☐ REAL ESTATE ☐ SPECIAL EVENT ☐ PERMANENT SIGN ☐ TEMPORARY SIGN

ADDRESS: GARDEN CITY N.Y 11530

ZONED: ☐ RESIDENTIAL ☐ COMMERCIAL

SIGN SIZE WIDTH: LENGTH: HEIGHT: ☐ INTERIOR ☐ EXTERIOR ☐ OTHER:

3. JOB DESCRIPTION - SCOPE OF WORK:

4. OWNER/ TENANT INFORMATION

LAST NAME: FIRST NAME: M.I:

ADDRESS: OWNER SINCE: CITY: STATE: ZIP:

HOME PHONE: () CELL: () EMAIL:

5. DESIGNER OF RECORD INFORMATION STATEMENT & SIGNATURE

☐ PROFESSIONAL ENGINEER ☐ REGISTERED ARCHITECT ☐ OTHER: NYS LICENSE #:

LAST NAME: FIRST NAME: M.I:

COMPANY NAME: EMAIL:

COMPANY ADDRESS: CITY: STATE: ZIP:

OFFICE PHONE: () FAX: () CELL: ()

THE UNDERSIGNED AFFIRMS THAT HE/SHE IS AUTHORIZED TO MAKE THIS APPLICATION, IS RESPONSIBLE FOR THE WORK DESCRIBED, AND THAT ALL STATEMENTS AND DOCUMENTS CONTAINED HEREIN ARE TRUE AND ACCURATE TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF.

SIGNATURE: DATE:

6. PROPERTY OWNER STATEMENT & SIGNATURE

THE UNDERSIGNED AFFIRMS THAT HE/SHE IS THE OWNER OF THE PROPERTY DESCRIBED HEREIN, HEREBY GIVES THE CONSENT TO THIS APPLICATION AND FULLY UNDERSTANDS THE REQUIREMENTS CONTAINED THEREIN IN ORDER TO RECEIVE A CERTIFICATE OF OCCUPANCY.

SIGNATURE: DATE:

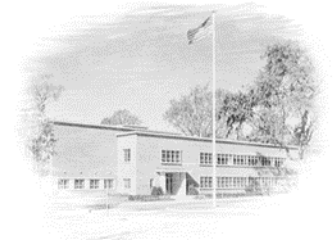
PRINT NAME: PHONE: () CELL: ()

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

THIS FORM MUST BE COMPLETED AND SUBMITTED with collated sets (total of 10)



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INSTRUCTION PAGE

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

FEES

<i>Signs</i>	\$425
<i>Residential Under \$20,000</i>	\$425
<i>Residential Over \$20,000</i>	\$725
<i>Residential New Buildings</i>	\$1,625
<i>Commercial Under \$20,000</i>	\$525
<i>Commercial Over \$20,000</i>	\$925
<i>Commercial New Buildings</i>	\$2,625

Form Sections

Form Instructions

1. Filing Status	Check (X) the appropriate box for purpose of filing. Only one box may be checked (X). Provide any other requested information.
2. Property Information	Provide the house number and street name (if available) <u>or</u> Block and Lot. All information is to be provided since permits are based on location. Be as specific as possible on actual location. All footage for lot coverages includes cantilevers and all other accessory structures
3. Signs	Only to be completed if the application is for a sign in all zones.
4. Job Description	Provide a brief description of the work to be covered under this application.
5. Owner / Tenant Application	All information is required, unless address was stated under “Property Information” or “Sign.” In which case, check the box in the right-hand corner and fill in all contact information.
6. Designer of Record Information Statement and Signature	Check (X) the appropriate box and include the required NYS License #.
7. Property Owner Statement and Signature	All information is required, unless contact information was stated under “Owner/Tenant Information.” In which case, sign, print, and date.



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ARCHITECTURAL DESIGN REVIEW BOARD HEARING REQUIREMENTS

Submission date:

ADRB APPLICATION #: 2025-xxxx

Hearing date:

Ten (10) complete, collated packages consisting of the following checked (☒) items:

All architectural review applications must comply with the village code (chapter 57-5)

- ☐ 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. 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)*
- ☐ 8. Existing buildings and structures to remain or to be removed.
- ☐ 9. The location, design, type of construction, proposed use and exterior dimensions of all buildings. *(See drawing list)*
- ☐ 10. 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.
- ☐ 11. 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.
- ☐ 12. A general landscaping plan and planting schedule.
- ☐ 13. Any other item deemed to be necessary by the superintendent of buildings or the Architectural Design Review Board.
- ☐ 14. Existing survey, showing current conditions of the property. A current updated survey may be required.



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Your design professional is requested to be present at the Architectural Design Review Board 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 Architectural Design Review Board.

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 **nine (9)**, total of 10 copies of the letter(s) and all other attachments outlined above must be folded and collated into eight (8) complete sets. Samples of all materials must be brought to the meeting.

All documents must be folded, collated and stapled into eight individual sets or they will not be accepted.

Please note: ADRB applications are not reviewed for zoning.