

# Village of Great Neck Plaza, Inc.

• GUSSACK PLAZA • PO BOX 440 • GREAT NECK, NY 11022 •  
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VILLAGE ATTORNEY  
Richard Gabriele

## Historic Preservation Commission (See names of Commissioners at bottom of page)

# Application for Certificate of Appropriateness

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

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

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

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

Address of Affected Property: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Use of Property: \_\_\_ Commercial \_\_\_ Residential - Number of Units: \_\_\_\_\_

Applications should be submitted at least 3 days in advance of the Commission's meeting.  
Incomplete applications will be tabled until the required items are submitted.

### Signs

- Color Photograph(s) showing the affected area of the property.
- Scaled sketch, drawing, or photograph of proposed sign and post design, if applicable: include all dimensions, type and style of lettering, samples of colors, and description of materials to be used including any applicable hardware for mounting.
- Sketch or plot plan (drawn to scale) of proposed sign location on building or premises.
- Description of any lighting proposed including lamp type, mounting, wattage, location and appearance of fixture.

### Painting

- Color Photograph(s) showing 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.

### Windows (New or Storm)

- Color Photograph(s) showing the affected area of the property and the existing windows to be replaced.
- Pictures or brochures of the proposed windows including details on the size, type, materials, and color.

### Landscaping

- Color Photograph(s) showing 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.

(Commissioners: Frank Gencorelli, Chair, John Chinkel, Vice Chair, Marion Green, Gary Grasso, Father John Mulryan)

**Roofing**

- Color Photograph(s) showing 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 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**

- Plot plan (drawn to scale) showing all new construction and its relationship to existing building(s) on the proposed site.
- Plans and elevation drawings (drawn to scale) of proposed addition and its relationship to existing building(s) showing proposed design of new construction or new addition.
- Descriptions, samples and/or specifications indicating materials and colors to be used on the exterior of the proposed new structure or addition.

**Demolition**

- Color Photograph(s) showing 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.

Project Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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Commission Decision

\_\_ Approved    \_\_ Approved with Conditions    \_\_ Tabled    \_\_ Denied

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 \_\_\_\_\_

Signed

Title

Date