

# Village of North Hills

Marvin Natiss  
Mayor

Dennis Sgambati  
Deputy Mayor

Elliott Arnold  
Phyllis Lentini  
Gail J. Cohen  
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Village Administrator

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## **VILLAGE OF NORTH HILLS REQUIREMENTS FOR ARCHITECTURAL REVIEW BOARD (ARB)**

The Architectural Review Board meets on the second Tuesday of each month. The **COMPLETE** application must be submitted by 3:00 pm at least 10 business days before the meeting to be included on the upcoming agenda.

Please include nine (9) collated sets and one (1) electronic set of the following:

1. Letter addressed to ARB Chair and members requesting to be included on the agenda for the next meeting. Letter should include the following information:
  - (a) Owners Name
  - (b) Architect or Engineers name
  - (c) Project Address
  - (d) **Details** of the scope of the project relating to the exterior
2. HOA approval letter addressed to ARB Chair and members for any applicant residing in a development governed by an HOA or Board. The approval letter (not conditional) should be signed by the Board President or Board member (NOT the managing agent) acknowledging the **specific details** of the project. The scope of the project can be attached to the approval letter. Also attach a copy of the HOA Notification Affidavit.
3. Material list must be provided and will include:
  - (a) **ALL** items to be added, installed or replaced on the house
  - (b) Type of material and name of Manufacturer
  - (c) Manufacturer's style number or model number
  - (d) Color name or number as identified by Manufacturer

4. Architectural plans of the following:
  - (a) Site Plans
  - (b) Color photos or renderings of existing exterior
  - (c) Color renderings of proposed structure, additions or alterations
  - (d) All affected elevations
  - (e) Landscape plan with schedule of plants and/or lighting if applicable
5. Exterior photos of property and houses to each side.
6. Building material samples and color samples (to be brought to the meeting)
7. ARB referral letter from Building Department.

**ALL ITEMS MUST BE PROVIDED TO APPEAR BEFORE THE ARB**