

ARCHITECTURAL REVIEW BOARD GUIDELINES
Incorporated Village of Old Brookville, New York 11545

SUBMISSION GUIDELINES-

1. Primary Required Documents - The following documents are required of all applicants:

A. Elevation Drawings showing each view of the structure. These drawings shall also include:

1. Floor elevations and ridge heights;
2. Indication of roofing material(s) and colors, siding material(s) and colors, and surface treatment of foundation above grade;
3. Depiction of gutters and leaders.

B. Plan Views of each floor of the structure. These drawings shall also include:

1. Indication of size of gross habitable area and footprint area;
2. Zoning designation.

C. Size Plan of the site showing:

1. Proposed site development including all accessory structures, pools, tennis courts, etc;
2. Proposed driveway and parking facilities showing proposed elevations and grade rates;
3. Proposed finished grade elevations at building corners and drainage basins together with directional arrows indicating pitch of grade;
4. Proposed walls, decorative or retaining;
5. Proposed exterior lighting;
6. Proposed external installations of residence and pool mechanical equipment;
7. Proposed exterior facilities for temporary storage of garbage;
8. Proposed fencing, including material style and height;
9. Proposed landscaping including berms, and new planting with designation of plant types as "evergreen" or "deciduous", citing diameters, height, and English names.

D. Site Location depicted on a map of the Village.

E. Plot Survey, in addition to or as part of the survey mentioned above, which shall;

1. Cite boundary courses and distances;
2. Depict all existing structures and their distance to property boundaries, and major improvements to scale;
3. Depict all existing all proposed easements;
4. Depict all existing waterways, and water bodies, existing boundary possessions such as fences and hedgerows, existing retaining walls existing drainage structures and systems;
5. Depict existing elevations at maximum 50' intervals, existing site conditions such as a "farm", "field", "wooded", etc..

6. Show location of existing trees of diameter equal to or greater than 8" unless parcel sited is "heavily wooded";

7. Depict all structures on adjoining parcels of land within 100" of a boundary of the subject parcel with each identified as to use of structure, and in case of residences, the number of stories and general architectural type of each.

2. Submitted Drawings - Each drawing submitted shall be signed and sealed by a registered and licensed design professional, shall include a graphic scale at least 6" long and shall indicate orientation.

3. Additional Requirements - In addition to the above, the following may also be required or may be voluntarily submitted:

A. Photographs of the site and its abutters and, in the case of renovations or additions, of the preexisting structures;

B. Samples of masonry units, roofing and siding materials;

C. Models, perspective views, renderings.

4. Additional Requirements for Non-Residential Sites - Applicants for premises customarily used, or capable of use, by persons who are not residents of this Village, shall provide details of:

A. Proposed usage;

B. On-site vehicular parking;

C. Site provisions for handicapped;

D. Ingress and egress facilities to Village roads;

E. Parking and exterior security lighting;

F. Maximum human occupancy for facilities provided or proposed.

5. Applications for Unusual Structures

A. Applicants for new residences or for unique architectural styles or purposes are encouraged to submit conceptual plans or sketches for ARB examination prior to formal submission for approval;

B. All applicants for non-residential sites are required to submit conceptual plans or sketches for ARB examination prior to formal submission for approval.

6. Requirements of Other Agencies - Applicants are entirely responsible for determining the requirements of other federal, state, and local agencies which have jurisdiction.

ARCHITECTURAL GUIDELINES

Purpose of the Guidelines: These guidelines are intended to facilitate the design review process by encouraging the design characteristics which the Board has favored in its past judgments. In rendering its judgments, the Board remains at liberty to depart from, and may invoke standards which are not encompassed within these guidelines.

1. Massing

A. Large undifferentiated volumes and/or wall surfaces should be avoided.

B. Abrupt transitions between volumes within a building should be avoided.

C. Pitched roofs are preferred over flat roofs.

D. Pitched roofs should consist of at least two sloped surfaces except when adjoining higher vertical surfaces (i.e. shed roofs). Neither sloped surface should be less than 1/3 the length of the longer side.

E. Pitched roofs shall have a minimum pitch of 6"/12" except at dormers.

F. The length of shed dormers should not exceed 2/3 of the length of the section of roof through which they protrude and should have a maximum of 12" of vertical wall surface below the deepest window sill.

2. Materials

A. Designs should rely on a limited palette of materials. It is preferred that one material such as brick or wood, be used for the body of the building. These surfaces should be relieved by their trim, trim colors, and decorative elements such as shutters, moldings, or other decorative ornamentation.

B. When two or more materials are used, transitions shall not occur at exterior corners.

C. The Board strongly encourages the use of durable and enduring materials with proven performance. In particular cladding and roof systems will be reviewed for durability and the quality of their technical design as well as their appearance.

3. Landscaping

A. Designs should make full use of landscaping to mask new and existing buildings from view from public roads and adjacent properties.

B. The use of evergreen plant materials (e.g. pine, cedar, hemlock, holly, laurel, yew, pachysandra, myrtle, etc.) is encouraged to insure that visual buffers function effectively year-round.

4. Garages & Service Areas

A. Garage doors and service areas should not face a street or major living areas of adjacent houses.

B. In all cases, garages and services areas should be shielded from view of streets and adjacent properties with landscaping and berms.

5. Decorative Elements

A. Ornament and decorative elements such as shutters or columns should be stylistically consistent with the design of the building.

B. Shutters should be sized to match the height of the door or window opening beside which they are hung and should be equal to 1/2 the width of that opening.

C. Classical columns and pediments, when used, should follow traditional proportions. Columns should be tapered.

D. Gutters shall be sized and detailed to compliment the trim style of the building.

6. Mechanical Equipment

A. Exterior mechanical equipment should be indicated on all drawings and should be properly shielded from view of all streets and adjacent properties.

7. Color

A. The Board encourages the use of colors, singly or in combinations, which are consistent with the visual character of the existing buildings and landscape of the Village. Strident color schemes or colors which compete with those of the natural landscape are strongly discouraged.

8. Style

A. In general, adjacent structures shall not be identical nor mirror images of one another.

B. The massing and style chosen for building should be suitable and appropriate within the context of adjacent existing buildings.

C. Within any submitted design, the massing, size and shape of wall openings, decorative trim and ornamentation should be stylistically consistent.

D. On the basis of the predominant existing architectural character within the village, it is the opinion of the Board that configurations of volume, roof form and fenestrations which adhere to the conventions of traditional styles are most suitable and appropriate for the Village.