



City of New Rochelle

515 North Avenue, New Rochelle, NY
10801

<u>FOR OFFICE USE ONLY</u>	
Fee paid:	_____
Receipt #:	_____
Date Received:	_____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS HISTORICAL AND LANDMARKS REVIEW BOARD

Application Fee: \$110.00
(Checks payable to the City of New Rochelle)

LOCATION OF PROJECT

APPLICANT NAME: _____

APPLICANT ADDRESS:

PHONE NUMBER: _____ EMAIL ADDRESS: _____

OWNER NAME: (If different than above): _____

PROJECT ADDRESS: (If different from above)

PROJECT TAX BLOCK: _____ LOT(S) _____

HISTORIC DESIGNATION: ROCHELLE HEIGHTS ROCHELLE PARK LOCAL LANDMARK

BUILDING CONTRACTOR: _____

ARCHITECT: _____

ENGINEER: _____

LANDSCAPE ARCHITECT: _____

TYPE OF IMPROVEMENT

- Addition
- Alteration
- Demolition
- Relocation
- New Construction
- Repair
- Sign
- Other

If Other, please specify

USE OF BUILDING

- Single-Family Residence
- Multi-Family Residence
- Retail Commercial
- Office
- Restaurant
- Hotel/Motel
- Industrial
- Mixed Use
- Institutional

If Institutional, please specify



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DESCRIPTION OF PROPOSED WORK

SUBMITTAL REQUIREMENTS

Check all documents submitted

Required for ALL applications

- Samples and colors of materials to be used. If new material is to match old, also submit samples of existing materials. Manufacturer specification sheet acceptable. Examples encouraged for public hearing.
- Photographs of existing building(s) including all facades of structure(s), and neighboring properties. This provides context for the work. It is important that details relating to the work are photographed clearly so the board can make an informed ruling.

Additional items to be provided as requested by the Building and/or the Planning Department(s)

- A survey giving dimensions and location of the property, location of building(s) showing distances from property line, names of adjacent streets, and north/south orientation.
- A landscape plan showing existing trees, proposed tree removal and replacements including diameter at breast height (dbh), distance between trees, other site improvements such as walls, walks, terraces, plantings, accessory buildings, signs, lights and other elements.
- In the case of demolition, provide the future use of the site with basic renderings.
A complete set of reproducible plans (site plan and building elevations) and specifications for the project.

NOTE: Presentation materials for public hearing should be of a size that can be seen by public and clearly recorded by the TV cameras.

NOTIFICATION REQUIREMENTS

Applicants MUST notify ALL property owners within 150 feet by certified mail, return receipt requested, no less than the (10) days before the date of the hearing. The Assessor’s Office at the City of New Rochelle can provide a list of homeowners. Please request this list a few days in advance of the minimum notice period to allow the office to process the request. Return receipts must be submitted at the HLRB hearing.