

# Village of North Hills



Marvin Natiss  
Mayor

Dennis Sgambati  
Deputy Mayor

Elliott Arnold  
Phyllis Lentini  
Gail J. Cohen  
Trustees

(516) 627-3451  
Fax (516) 627-0703

Marianne C. Lobaccaro  
Village Administrator

A. Thomas Levin  
Village Attorney

Donald Alberto, R.A.  
Superintendent of  
Building Department

One Shelter Rock Road, North Hills, N.Y. 11576

[www.villagenorthhills.com](http://www.villagenorthhills.com)

## **REQUIREMENTS FOR ARCHITECTURAL REVIEW BOARD**

The Architectural Review Board usually meets on the first Tuesday of each month; requests for inclusion on the agenda must be made at least 10 business days before a scheduled meeting.

Please include nine (9) collated sets and three (3) electronic sets of the following:

1. Letter requesting meeting to Chair John Hirsch and members of the Architectural Review Board. Information to be included:
  - (a) Owners Name
  - (b) Location of project
  - (c) Description of project
2. Architectural plans including:
  - (a) Site Plans, floor plans, all affected elevations
3. Color renderings
4. Proposed colors and materials
5. Building material samples (to be brought to the meeting)
6. Photos of subject property and house to each side and across the street from subject property
7. Notification to the Board of Managers (Complete Proof of HOA Notification Affidavit)