

DESIGN REVIEW BOARD GUIDELINES

SUBMISSION GUIDELINES

1. Primary Required Documents - The following documents are required of all applicants:
 - A. Elevation Drawings showing every facade of the structure, including:
 1. Floor elevations and ridge heights
 2. Indication of material(s), manufacturer and color(s) of roofing, siding, decorative elements, surface treatment of foundation above grade, windows, doors, garage doors, exterior lights and patios
 3. Location and depiction of gutters and leaders, including material, manufacturer and color
 - B. Plan Views of each floor of the structure. These drawings shall also include:
 1. Indication of gross floor area and footprint area
 2. Zoning designation
 - C. Additional Requirements:
 1. Photographs of the site, its abutters and structures across any street
 2. Photographs of the existing structure(s)
 3. Samples of roofing, siding, and masonry materials
 4. Perspective views and renderings for large additions and new structures
 - D. Site Plan of the project, including:
 1. Proposed site development including all accessory structures, pools, patios, etc.
 2. Proposed driveways and parking areas including elevations and grade rates
 3. Proposed finished grade elevations at building corners with directional arrows showing pitch of grade
 4. Proposed walls, decorative and retaining
 5. Proposed exterior lighting
 6. Proposed external installations of residence and pool mechanical equipment, including air conditioning systems and generators
 7. Proposed fencing, including manufacturer, style, height and color
 8. Proposed landscape plan, including berms and new plantings with designation of plant types as “evergreen” or “deciduous,” citing diameter, height and English names

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- E. Site Location depicted on a map of the Village
- 2. Submitted Drawings – Each drawing submitted shall be signed and sealed, shall include a graphic scale at least 6” long and shall indicate orientation.
- 3. Additional Requirements – In addition to the above, the following may be required by the DRB or voluntarily submitted:
 - A. A model of the proposed structure(s)
- 4. Applications for Unusual Structures - Applications for new residences or for unique architectural styles or purposes are encouraged to submit conceptual plans or sketches for DRB examination prior to formal submission for approval
- 5. Requirements of Other Agencies – Applicants are entirely responsible for determining the requirements of other federal, state and local agencies which may have jurisdiction.

ARCHITECTURAL GUIDELINES

Purpose: These guidelines are intended to facilitate the design review process by encouraging the design characteristics which the DRB has considered in its past judgments and which are guided by Article VIII A §§175-34.4 and 175-34.5 of the Village of Plandome Zoning Code. In rendering its judgments, the DRB 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.

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- E. 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 windowsill.

2. Materials

- A. Designs should rely on a limited palette of materials. It is preferred that one or two materials, 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 and other decorative ornamentation.
- B. When two or more materials are used, transitions shall not occur at exterior corners.
- C. The DRB 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. 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 and Service Areas

- A. Every effort should be made that garage doors and service areas do not face a street or major living areas of adjacent houses.
- B. Garages and service areas should be shielded from view of streets and adjacent properties with landscaping and berms.

5. Decorative Elements

- A. Ornaments and decorative elements, such as shutters and 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 ½ the width of that opening. Shutters shall have working hardware.
- C. Classical columns and pediments, when used, should follow traditional proportions.

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- D. Gutters shall be sized and detailed to compliment the trim style of the building.
- 6. Mechanical Equipment
 - A. Exterior mechanical equipment shall be indicated on all drawings and shall be properly shielded from view of all streets and adjacent properties.
- 7. Color
 - A. The DRB 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, windows, doors 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 DRB that configurations of volume, roof form and fenestrations which adhere to the conventions of traditional styles are most suitable and appropriate for the Village.

§175-34.3 (C)

“The Board by regulation may from time to time specify in great detail the contents of submissions for review and may, in connection with any application, require that additional plans or information be submitted as it deems appropriate for carrying out its duties under this article.”