

**SUBMISSION REQUIREMENTS FOR LARGE SCOPE PROJECTS**

**Definition of a Large Scope Project:** New buildings or modification(s) of existing buildings, including, but not limited to: the construction, reconstruction, replacement or alteration of any building or structure which after said construction, reconstruction, replacement or alteration will cause changes to the height, bulk, mass, square footage, footprint, roof structure, attached porch or deck. This shall include any unattached accessory structure such as a shed, playhouse, pool house, garage, greenhouse or other structure which use is incidental to the principal building.

Applicant Name: Mike Jacobs Date Filed 1/27/2021

Property Address: 177 Palisade Ave

Check Application Type (may be more than one):

☐ New Building      ☐ Altered Building      ☐ Accessory Building      ☒ Porch or Deck

Description of Proposed Work:

Extension to existing wood deck. 500 sf addition to existing wood deck. New 42" tall garden wall in rear yard. New stair from deck to yard.

A copy of this completed form is to be included as a cover sheet for submissions to the AHRB.

In the table below, please indicate the type of submission by checking the applicable box or boxes indicated. Items denoted • in the column below your project type are the minimum required items for a complete application to the AHRB. Please indicate the type of submission. Please indicate by initialing each box in the appropriate column confirming that the information has been submitted. Do not initial for items if they are not included.

The AHRB reserves the right to ask for any additional information as specified on this form, if not included in the initial application, and may deem the application incomplete and not ready for review until this information is included. Resubmissions should reflect all comments made at the previous meeting and should be indicated with a note or a bubble on the plan, and shall include any additional requested information.

Initial Below ↓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>← Check Box (or Boxes) Above Appropriate Columns</p> <p><b>REQUIRED PLAN AND DOCUMENT SUBMISSION</b></p> <p><b>1 PDF &amp; 2 Paper COPIES OF EACH ITEM</b> (unless otherwise specified)</p>
	1 <sup>st</sup> Story Porch or Deck	Accessory Building	Altered Building	New Building	
	•	•	•	•	Proof of notification of the AHRB hearing to owners of properties within 200 feet of the subject property by certified mailing in the form of an affidavit as per 300-18 F (One copy only)
	•	•	•	•	Photo of subject property showing "Under AHRB Review" sign as per 300-28 G (2). (One copy only)

CONTINUED ON NEXT PAGE

Initial Below ↓	<input checked="" type="checkbox"/> 1 <sup>st</sup> Story Porch or Deck	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Altered Building	<input type="checkbox"/> New Building	← Check Box (or Boxes) Above Appropriate Columns
<b>REQUIRED PLAN AND DOCUMENT SUBMISSION</b>					
<b>1 PDF &amp; 2 Paper COPIES OF EACH ITEM</b> (unless otherwise specified)					
	•	•	•	•	Aerial site location map noting proposed building site and all nearby existing buildings. (Google Maps satellite view may be used.)
	•	•	•	•	Current Survey
	•	•	•	•	Detailed 1/4" scale elevations <u>and</u> floor plans of <u>both</u> existing and proposed conditions.
	•	•	•	•	Material, finish and color schedule is included <u>on</u> submitted plans.
	•	•	•	•	Provide a note on plan indicating that all lighting shall comply with section 300-41
	•	•	•	•	Specification sheet for each new exterior light fixture.
	•	•	•	•	Site Plan
	•	•	•	•	Specification sheets for all new windows and doors.
	•	•	•	•	(One set only) of actual material, finish and color samples to be presented at AHRB meeting.
		•	•	•	Site location plan indicating proposed building site and all relevant buildings as noted in section: Appendix D- A (3)
			•	•	Topographical Site Plan for (but not limited to) context based bulk analysis as per section: Appendix D- A (6)
			•	•	Mechanical Equipment locations, including visual screening and sound attenuation provisions.
			•	•	Table of Zoning Calculations indicating compliance with Dimensional Tables, Appendix B
			•	•	Table of eave & ridge heights as noted in the Appendix B, Table B-7
			•	•	A scaled streetscape drawing, using the above information, showing the houses on the contiguous lots, facing upon the same street, as the subject property.
			•	•	Diagram of Sky Exposure Plane envelope as per section 300-17 (4) (F) and defined in 300-14
			•	•	Landscape Plan
			•	•	Sections through important elevations.
			•	•	Sections through typical trim at a scale to clearly show profiles, trims, corners and their sizes.
			•	•	Photos of streetscape
	•	•	•		Photos of all affected sides of existing structure and context.

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form you are affirming that you have included all the required information listed above.

Complete application received by the Village of Dobbs Ferry, on behalf of the Dobbs Ferry AHRB by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Plan Submittal Form**

Address: 177 Palisade Ave.

Application #: A2020-1312

Project: 177 Palisade Ave.

Name: Mike Jacobs

Email: mike@jacobschang.com

Phone: (323) 896-4548

**Plans attached are being submitted for:**

**Building permit application 1 PDF copy & 2 paper copies ¼ scale**

**Amendment to an application or permit, 2 sealed copies**

**Final As Built to close permit, 1 sealed copy**

**Final survey to close permit, 1 sealed copy**

**Plans attached are submitted at the direction of the Building Inspector for review by the following board:**

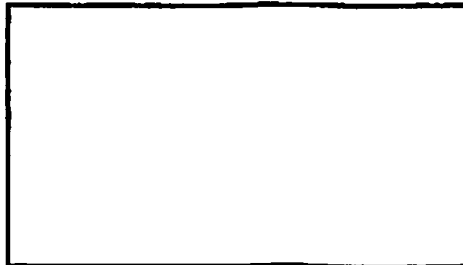
**BOT- 1 PDF copy + 5 paper copies ¼ scale**

**PB - 1 PDF copy + 7 paper copies ¼ scale**

**ZBA - 1 PDF copy + 4 paper copies ¼ scale**

**AHRB – 1 PDF copy + 2 paper copies ¼ scale**

**Received Stamp:**





**VILLAGE OF DOBBS FERRY**

112 Main Street  
Dobbs Ferry, New York 10522  
TEL: (914) 231-8500

**Affidavit of Notice**

I \_\_\_\_\_

Attest to the fact that I have completed and sent via Certified Mail, the form letter to all the neighboring properties within a 200' radius of the subject property at: \_\_\_\_\_

And attached a copy to this Affidavit.

On the \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year

And have attached the mailing list I received from the Tax Assessor's office located at 177 Hillside Ave. White Plains, NY 10607. Contact the Town Assessor's office at 914-989-1520 or [assessor@greenburghny.com](mailto:assessor@greenburghny.com)

I have noticed for the following review boards;

- ☐ Board of Trustees
- ☐ Planning Board
- ☐ Zoning Board of Appeals
- ☐ Architectural & Historic Review Board

I understand that it is my responsibility to retain Post Office proof of these mailings, should any of the listed properties claim they were aggrieved by this project and believe they were not properly noticed.

Applicant signature:

Witnessed by Notary:

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Via Certified Mail

Dear Neighbor:

**This is a notification that the owner of the property located at:**

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**Has filed an application with the Village of Dobbs Ferry to do the following:**

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**The applicant will present the proposal to the following checked Board/Boards at their next available meeting, please check the calendars and agendas on the village web site for the exact date they will first appear before the board:**

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- Board Of Trustees; meet 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays at 7:30 PM
  - Planning Board; meet 1<sup>st</sup> Thursday at 8:00 PM
  - Zoning Board of Appeals; meet 2<sup>nd</sup> Wednesday at 8:00 PM
  - Architectural & Historic Review Board; meet 2<sup>nd</sup> & 4<sup>th</sup> Mondays at 8:00 PM
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**The meetings are held in the Village Board room located at 112 Main St and the plans are on file at the Building Department. Any comments or questions pertaining to this application should be voiced at the appropriate board meeting.**

**Owner name:**

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# **Board Lawn Sign Deposit**

Deposit \$20 per sign

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ AHRB

Number of signs \_\_\_\_\_

\_\_\_\_ Planning Board

Number of signs \_\_\_\_\_

\_\_\_\_ ZBA

Number of signs \_\_\_\_\_

Date accepted: \_\_\_\_\_

Not returned, deposit kept \_\_\_\_\_

**The sign shall be returned within two weeks of board decision, in good condition.**

Returned date \_\_\_\_\_

Signature \_\_\_\_\_