

### SUBMISSION REQUIREMENTS FOR SMALL SCOPE PROJECTS

**Definition of a Small Scope Project:** The modification of existing structures that do not affect height, bulk, mass, square footage, footprint, or roof structure; including, but not limited to: the construction, reconstruction, replacement or alteration of any elevation, façade, storefront, window, door or fence. This shall also include any freestanding or retaining wall with an exposed face or facade exceeding 30" in height at any place along the wall.

Applicant Name: David Rotbard / Ashford Dobbs LLC Date Filed: \_\_\_\_\_

Property Address: 398 Ashford Ave.

Check Application Type (may be more than one):

☐ Façade Change      ☐ Storefront      ☒ Windows and Doors      ☐ Fence or Wall

Description of Proposed Work:

Change of Windows and Doors

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 type="checkbox"/> Façade Change	<input type="checkbox"/> Storefront	<input checked="" type="checkbox"/> Windows & Doors	<input type="checkbox"/> Fence or Wall	<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>
	•	•	•	•	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)
	•	•	•	•	Aerial site location map noting proposed building site and all nearby existing buildings. (Google Maps satellite view may be used.)

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## Façade Change

## Storefront

## Windows & Doors

### Fence or Wall

**1 PDF & 2 Paper COPIES OF EACH ITEM**  
(unless otherwise specified)

- Detailed design/construction drawings, at a legible and minimum 3/4" scale, of affected elevations of both existing and proposed conditions.
- Material, finish and color schedule is included on submitted plans.
- Specification sheet for each new exterior light fixture.
- Specification sheets for each new window, door, fence, etc.
- Provide a note on plan indicating that all exterior lighting shall comply with section 300-41
- Sections through important elevations.
- Sections through typical trim at a scale to clearly show profiles, trims, corners and their sizes if applicable
- Photos of all affected sides of existing structure.
- (One set only) Actual material, finish and color samples to be presented at AHRB meeting.
- Site Plan or current Survey
- Landscape Plan

**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:** 398 Ashford Ave.

**Application #:** A2020 - 1423

**Project:** Change of Use - Parking

**Name:** David Rotbard

**Email:** drotbard@gmail.com

**Phone:** 212-363-0851

**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:**

