

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: CHARLES AND LISA BETROS

Date Filed: FEB 25 2021

Property Address: 54 MAGNOLIA DRIVE

Check Application Type (may be more than one):

☐ Façade Change

☐ Storefront

☒ Windows and Doors

☐ Fence or Wall

Description of Proposed Work:

EXTERIOR REPAIRS OF FRONT PORCH & SIDE STAIR

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 ↓	☐ Façade Change Façade Change	☐ Storefront Storefront	☒ Windows & Doors Windows & Doors	☐ Fence or Wall Fence or Wall	← Check Box (or Boxes) Above Appropriate Columns REQUIRED PLAN AND DOCUMENT SUBMISSION 1 PDF & 2 Paper COPIES OF EACH ITEM (unless otherwise specified)
•	•	•	•	•	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.) ON DWGS

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Façade Change

Storefront

Windows & Doors

Fence or Wall

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

- Also a copy

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

Name _____ Signature _____ Date _____

Plan Submittal Form

Address: 54 MAGNOLIA DRIVE

Application #: A2020-1436

Project: REPAIR PORCH & SIDE STAIRS

Name: LISA & CHARLES BÉROS

Email: CHARLESLBCC@VERIZON.NET

Phone: 914-693-0887

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:

