

**Town of Greenburgh
Hartsdale Contextual Review Committee
Submission Requirements**

The following instructions have been prepared to assist applicants in completing the requirements for submittals to the Hartsdale Contextual Review Committee. These instructions cannot anticipate every special concern or condition of each proposal. Therefore, supplementary information or materials may be required.

It is recommended that applicants review all submission materials with staff prior to making the requisite twelve (12) copies for formal submission.

- 1) A cover letter must be submitted indicating the proposal, noting the enclosures per the submission requirements.
- 2) Affidavit of Ownership form
- 3) Application Form
- 4) Required plans include:
 - a) elevation plan showing:
 - (i) All building materials, lighting, signs, graphics, awnings, finishes and other elements and descriptions of existing conditions and revisions,
 - (ii) Grade and slope at sidewalk,
 - (iii) First floor elevation relative to sidewalk,
 - (iv) Building above, if any,
 - (v) Buildings on either side (at least 15 feet in each direction) to show the context of the proposed elevation to adjacent storefronts, and
 - (vi) Basic height dimensions
 - b) site plan showing:
 - (i) The storefront and entrance and floor plan behind the storefront, including show cases, if any,
 - (ii) The sidewalk, curb, trees and sidewalk features in front of the store,
 - (iii) Basic plan dimensions, and
 - (iv) Extension of awnings or signs above
 - c) a rendered elevation (in color) showing the front façade and all of the elements proposed in the front elevation.
 - d) section drawing(s) through storefront and sidewalk as necessary to describe the proposal.
- 5) Additional Information
 - a) Photographs of the existing building, buildings on either side, and buildings across the street.
 - b) Samples of all materials, finishes and colors including stone, brick, metal, paint, awning fabric and others must be provided. These samples can be presented at the first meeting with the Committee. The Architect or Project Designer should give the presentation to the Committee.

AFFIDAVIT OF OWNERSHIP

State of New York)ss.
County of Westchester)

_____ being duly sworn, deposes and says that (s)he resides at
_____ in the Town of _____ in the County
of _____ in the State of _____ that (s)he is the
owner in fee of all that piece or parcel of land situated and lying in the Town of Greenburgh
aforesaid and known and designated Section _____, Volume _____, Sheet _____, Block _____,
Lot(s) _____ and that (s)he hereby authorizes _____ to make
application in his/her (its) behalf and that the statement of facts contained in said application is true.

Signature of Owner

Sworn to me before this _____
Day of _____ 20_____

Notary Public



**TOWN of GREENBURGH
DEPARTMENT OF COMMUNITY
DEVELOPMENT & CONSERVATION**

**Hartsdale Contextual Review Committee
APPLICATION FORM**

Store Name: _____ Location _____

Tax Description:

Volume _____ Section _____ Sheet _____ Block _____ Lot(s)/Parcel(s) _____

Owner

Applicant, if other than Owner

Name _____

Name _____

Address _____

Address _____

Phone Number _____

Phone Number _____

NOTE: All of the submission requirements outlined in this application must be approved by the Hartsdale Contextual Review Committee prior to the application being accepted in form and content.

Owner's Signature

Print Name of Owner

Date

Applicant's Signature

Print Name of Applicant

Date