



# Village of Roslyn Historic District Board

## GUIDELINES FOR HDB REVIEW

### WHAT IS THE HDB?

The Historic District Board (HDB) is a public advisory body established in 1979. The HDB helps protect the architectural and cultural heritage within the Village of Roslyn.

### WHAT THE HDB REVIEWS

The HDB reviews exterior changes to properties within the Village of Roslyn Historic District. The review includes the general design, arrangement, texture, permanent color and materials of proposed work in relation to similar features within the Historic District's period of significance. The HDB considers the effect of the proposed change upon the general historic and architectural nature of the Historic District.

Once the HDB determines that the proposed changes are appropriate, the Village Building Inspector will determine whether all other code related reviews are complete and a building permit should be issued for the proposed work. Types of projects the HDB reviews:

- Change to the exterior appearance of any building, structure, site, object or improvement including additions, alteration, reconstruction, or replacement of materials
- Construction of any new building or addition
- Relocation or demolition of any building, structure, site, object or improvement
- Exterior man-made landscape changes including fences, walls, garden structures, driveways, and walkways

It should be noted that HDB review is necessary but not sufficient for the granting of a building permit. Each project is also subject to Village review for compliance with all applicable zoning, building, and safety codes.

### TIMING FOR REVIEW

The Village makes every effort to simultaneously conduct required reviews. If an application is incomplete, if the HDB requests a change, or if all Village deadlines are not met, the issuance of permits and approvals could take several months.

### WHEN IS HDB REVIEW NOT REQUIRED?

- The HDB does not review any interior changes, unless they affect the exterior appearance of the building, although building permits may be required for interior work.
- The HDB does not review any changes to exterior plantings including trees and shrubs.

Contact the Building Department at (516) 621-1961 to determine whether a project requires HDB Review.

### WHAT ARE DESIGN GUIDELINES?

The brochures that comprise the *Design Guidelines* are intended to act as a tool to help manage change and protect the Village of Roslyn's architectural and historical resources. They are intended to provide information and guiding principles rather than seen as rigid rules to property owners, design professionals, contractors, the Historic District Board and the Village with regard to historic resources.

It is recommended that applicants review the information in the *Design Guideline* brochures during the early stages of planning a project. Familiarity with this material can assist in moving a project forward quickly, saving applicants both time and money.

### AVAILABLE GUIDELINES

The following *Guidelines* addressing historic materials and building topics are available at Village Hall and on its web site at [www.historicroslyn.org](http://www.historicroslyn.org):

- *Guidelines for Historic Properties*
- *Guidelines for Architectural Styles*
- *Guidelines for Exterior Maintenance*
- *Guidelines for Roofing*
- *Guidelines for Exterior Woodwork*
- *Guidelines for Masonry & Stucco*
- *Guidelines for Wood Windows & Doors*
- *Guidelines for Exterior Painting*
- *Guidelines for Historic Landscapes*
- *Guidelines for Additions & New Construction*
- *Guidelines for Commercial Buildings*
- *Historic District Map*

## HDB APPLICATION REVIEW PROCESS

To have your building permit application reviewed by the HDB, it must be submitted with the appropriate materials to the Building Department at the Village Hall by **4:00 p.m. on the first Wednesday of the month prior to the HDB meeting at which the application is to be reviewed.** Upon receipt of the application information, the Building Department will make the determination which Boards the application materials will be forwarded to for review.

HDB meetings typically occur the third Wednesday of each month, at 8:00 p.m. in the Court Room of Roslyn Village Hall. Please call the Building Department at (516) 621-1961 to confirm the meeting dates. The HDB must have all required information and the associated application fees at the time of submission. If all required information is not submitted the application may be recommended for denial or tabled until all the information is received. It is required that the applicant or a project representative attend the HDB meeting to answer questions or clarify information. At the meeting, the application will be either approved with or without conditions, tabled pending additional information, or denied.

If the application is approved or approved with conditions by the HDB, and the applicant accepts the stipulated conditions, the applicant can obtain a building permit once all other Village reviews are complete and the Building Department has provided authorization. If all reviews are complete and required information has been submitted, applicants can generally obtain a building permit within two weeks of the HDB meeting.

If the HDB denies the application, the applicant can request to be placed on the agenda to appeal the recommendation at the next scheduled Board of Trustees meeting. If the Board of Trustees also denies the application, the decision can be appealed to the Nassau County Court system.

### WORKING WITHOUT A HDB PERMIT

A HDB representative will review all work for compliance with the approved permit. If any changes are proposed after permit approval, please contact the Building Department at (516) 621-1961 to determine whether any additional reviews may be required. Completed work that is not in compliance with the approved permit is subject to fines and possible removal.

## APPLICATION CHECKLISTS

If all required information is not submitted, the application may be recommended for denial or tabled until all the information is received.

### Repairs and Replacements

- 10 collated copies of completed HDB Application and all supporting printed information including photographs and color samples
- 4"x6" (or larger) labeled photographs showing all exterior views of building or structure
- Samples or catalogue cuts of materials to be used
- Any additional information required by the HDB after an initial consultation or review

### Renovations, Alterations, Additions, New Construction, Relocation and Demolition

- 10 collated copies of completed original HDB Application and all supporting printed information including photographs and color samples
- 4"x6" (or larger) labeled photographs showing:
  - a. all sides of existing buildings and structures
  - b. site surrounding existing building and structure
  - c. adjacent sites, buildings, structures including adjacent properties and across streets or ways
- Scaled drawings indicating all proposed changes and notations for new materials:
  - a. site plan including adjacent sites, buildings, landscaping
  - b. floor plans illustrating changes (at 1/4"=1'-0")
  - c. all elevations illustrating proposed changes (at 1/4"=1'-0") and adjacent buildings
  - d. details of new exterior elements (i.e. cornices)
- Samples or catalogue cuts of materials to be used
- Any additional information required by the HDB after an initial consultation or review

## TERMINOLOGY

*Addition:* increase existing building or structure by building outside of existing walls and/or roof

*Alteration:* physical change to a building or structure

*Demolition:* intentional destruction of all or part of a building or structure

*New construction:* complete new structure or building

*Repair:* fix a deteriorated part of a building or structure

*Replace in-kind:* match the original feature exactly including original material, scale, size, finish, detailing, texture

*Replace with new:* does not match original exactly



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## DETAILED DESCRIPTION OF ALL EXTERIOR WORK AT THE BUILDING AND PROJECT SITE

*(See attached submissions checklist for required submissions. Indicate all exterior materials and colors. Use additional sheets if necessary.)*

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## PRESERVATION OF HISTORIC CHARACTER

*What steps will be taken as part of the scope of this work to preserve your property's historic character and that of the surrounding neighborhood?*

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## OTHER INFORMATION THE HDB SHOULD CONSIDER WHEN REVIEWING THIS APPLICATION

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By signing this application, the applicant and owner agree to property site visits by the Village of Roslyn staff, HDB Members and their representatives until the project has been deemed to be complete.

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Signature of Applicant

Date

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Signature of Owner *(if different)*

Date

### Notes:

- This completed application, along with a completed Building Permit Application, must be submitted to the Building Department at Village Hall a minimum of fourteen (14) calendar days prior to the next HDB meeting for consideration. Work cannot commence until building permit and any zoning relief have been issued.
- In lieu of a signature, the Owner can issue a letter stating agreement with the Application and further agrees to be bound by any conditions imposed by the granting of the building permits.