

INCORPORATED VILLAGE OF MUNSEY PARK

BUILDING ADVISORY COMMITTEE GUIDELINES

APPLICATIONS AFFECTED

All applications which involve a change to the exterior appearance of any building located within the Village must be reviewed and approved by the Building Advisory Committee and, depending on the scope of the work, the Village's Consulting Architect.

Changes to the exterior appearance include, but are not limited to, additions, dormers, replacement of windows, siding, porticos, etc.

MEETING SCHEDULE

The Committee meets, as needed, on the second Wednesday and fourth Tuesday of each month. All applications requiring review must be submitted no later than 2:30 P.M. of the Wednesday preceding the scheduled meeting. Late applications will be reviewed at a later date.

SUBMISSION REQUIREMENTS

In order to properly evaluate an application the Committee requires that the following information be provided as minimal requirements:

1. PLANS

- A. A site plan accurately drawn at a scale not less than 1" = 20', indicating the size and configuration of the property; location and size of all existing and proposed structures; and their setbacks from the property lines.
- B. Architectural floor plans accurately drawn at a scale of not less than ¼" = 1'0", indicating the COMPLETE layout of the ENTIRE floor that will be affected by the new work. The new work should be properly presented so that it is clearly identified, and its subsequent effect on the existing conditions incorporated on the floor plan. PARTIAL PLANS WILL NOT BE ACCEPTED.
- C. Exterior elevations (views) accurately drawn at a scale not less than ¼" = 1'0", which clearly show each view of the ENTIRE existing structure and existing finishes, profiles, etc., and the proposed new work clearly identified to distinguish it from the existing conditions. PARTIAL ELEVATIONS WILL NOT BE ACCEPTED.
- D. Sections drawn at a scale not less than ¼" = 1'0" through the new and proposed structure to accurately indicate the relations of the height and alignment of the various construction elements.
- E. Sufficient documentation (e.g. catalog pictures) of important ready-made elements, such as front doors, decorative windows, grillwork etc.

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2. PHOTOGRAPHS

- A. One (1) set of photographs which show the COMPLETE view of each of the existing facades of the building must be submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

It is recommended that Plans submitted for Building Advisory Committee review be "preliminary" type drawings since changes and/or modifications may be required.

TEN (10) SETS OF PLANS ARE REQUIRED.

TYPICAL REVIEW REQUIREMENTS

In order to insure that the high architectural standards of the Protective Restrictions are maintained, the committee typically requires that.....

1. The general appearance of the new work is aesthetically compatible with the architectural details, lines and mass of the existing house.
2. New windows are the same architectural style and proportionate to the existing windows and provided with muntins.
3. The proposed roof lines are compatible in shape, slope and alignment with existing roof lines.
4. The siding, moldings, fascias, eaves, shutters, stone, brick etc. being proposed must match the existing materials.

The Committee meets twice a month, and depending upon the completeness and quality of the submission --- it may be necessary to resubmit one or more times. In such cases, the process can become prolonged. We mention this possibility to encourage applicants to present complete plans and applications well in advance of the anticipated start of construction.

The Committee is composed of unpaid volunteers whose objective is to expedite approvals while also preserving the high architectural standards that make Munsey Park an attractive place to live.