

To: Watch Hill Homeowners

Date: _____

From: Watch Hill Homeowners Association
Architectural Review Committee (ARC)

Dear Homeowner:

Listed below are the guidelines for applying to the Committee for exterior architectural modifications.

Homeowner Responsibilities

1. Complete Architectural Modification Application (attached)
 2. Complete Neighbor Notification Letter(s) (attached)
 3. Attach complete plans for modification (sample attached)
 - Building material and finish
 - Size / Dimensions
 - Location of modification on property, if applicable
- ALL correspondence to the ARC must be submitted to John Lamorte at the following address:

WESTCHESTER PROPERTY MANAGEMENT GROUP, INC.
Tarrytown Corporate Center
520 White Plains Road, Suite 450
Tarrytown NY 10591

PLEASE NOTE: HOMEOWNER IS RESPONSIBLE FOR EMAILING JOHN LAMORTE AT JTL356@WPMGINC.COM WHEN THE ITEMS ON THE ARC FORM HAVE BEEN COMPLETED.

Committee Responsibilities

1. Meet minimally once a month to review applications. All homeowners are invited.
 2. Perform on-site measurements before construction, if necessary.
 3. Perform on-site inspection of completed construction, if necessary.
 4. If necessary, work with homeowner to modify submitted application to work within Development guidelines
 5. Present recommendation on application to the Board of Directors within 10 business days after Committee meeting.
- If adding a deck you need to show layout on your plot plan
 - If adding a Satellite dish you need to show your home location on your lot or plot plan with desired/recommended location of dish

ARCHITECTURAL MODIFICATION APPLICATION

Date: _____

To: Watch Hill Homeowner's Association
Architectural Review Committee

From: _____; residing at _____
(owner's name) (unit number)

Telephone _____
(day) (night)

**PLEASE NOTE: HOMEOWNER IS RESPONSIBLE FOR EMAILING JOHN LAMORTE AT
JTL356@WPMGINC.COM WHEN THE ITEMS ON THIS FORM HAVE BEEN COMPLETED.**

Complete Description of Proposed Modification:

Signature: _____

WATCH HILL NEIGHBOR NOTIFICATION LETTER

Packet Date: _____

To: Watch Hill Homeowner's Association
Architectural Review Committee

From: _____ residing at _____
(owner's name) (unit number)

To Whom It May Concern:

This is to notify the Committee that my neighbors residing at _____

Have been notified of my intent to _____

(identify action i.e new roof, build deck, erect fence, expand deck, etc.)

Sincerely,

Homeowner's signature

neighbor's signature

Notice to Neighbor

This letter is designed to inform you of your neighbor's plans. Signing this letter does not Mean you approve of your neighbor's plans. Please return this form no later than 10 days After the Packet Date indicated above. If you disapprove of your neighbor's plans, you Are encouraged to address these concerns to the Watch Hill Homeowner's Association Architectural Review Committee. If you disagree with the ARC's decision, you may present Your case to the Watch Hill Homeowner's Association Board of Directors.



TOWN of GREENBURGH
 DEPARTMENT OF BUILDINGS
 P.O. Box 205, Elmsford, New York 10523
 (914) 593-1561

BUILDING PERMIT APPLICATION REQUIREMENTS

PAUL FEINER
 Supervisor

JOHN LUCIDO
 Building Inspector

CARMEN GUARNIERI
 Deputy Building Inspector

Application for a Building Permit for construction shall be comprised of the following information:

1. Two copies of the Building Permit Application, furnished by the Building Department, completed in ink or typewritten.
2. Three (3) complete sets of plans and specifications showing proposed construction and a listing of the allowable unit stresses and other pertinent design criteria used in determining the sizes of structural members for the proposed building.
3. Three (3) copies of a certified plot plan survey showing:
 - a. Position of structure with full dimensions.
 - b. Position of parking unit or units in space other than front yard.
 - c. Front, side and rear yard setbacks.
 - d. Proposed elevation of base, garage or cellar floor, whichever is lowest.
 - e. Elevation of existing grade at property corners.
 - f. Elevation of existing grade at building corners.
 - g. Elevation of center line of street.
 - h. Existing and proposed contours at two-foot intervals on parcels where the variations in elevation above or below the average level of the street in front of the property exceeds ten (10) feet.
4. If private disposal and/or well water is necessary, approval by the Westchester County Health Department must be submitted with the application.
5. Proper Building Permit Fee Amounts: ANY AMOUNT OVER \$10.00 MUST BE PAID BY CHECK OR MONEY ORDER

Filing Fee.....	\$20.00
Cost of Construction Fee.....	\$ 7.00 per one thousand of estimated cost.
Certificates of Occupancy Fee....	\$20.00
Fees for Legalizing and Work is	DOUBLED.
6. If Estimated Cost is \$20,000.00, or if structural work is being done, drawings must have Architect's or Engineer's Seal and Signatures.
7. Affidavit of Cost of Construction to be signed by Architect/Engineer if cost is \$20,000.00 or above.
8. Furnish contractors name on application.
9. Call for Code 53 number before breaking ground.

John Lucido
 JOHN LUCIDO
 BUILDING INSPECTOR

CALL BEFORE YOU DIG

1-800-962-7962

IT'S THE LAW.

If you intend to excavate, you must first arrange to have the buried utilities located at your worksite BEFORE you dig. New York State law, Industrial Code Rule 53, requires it. Your safety and liability demand it.

To help simplify your responsibilities as an excavator, the Underground Facilities Protective Organization (UFPO) is here to help. With one quick phone call to UFPO, an excavator may contact several utilities with his stake-out request. As a One Call Center, UFPO will relay your excavation to its member utilities, who will visit your worksite and mark or "clear" their buried utilities. The service and phone call are absolutely free!

Remember these important facts:

- 1. NYS Law requires at least 2 FULL working days notice.
- 2. UFPO contacts its member utilities only. Code 53 mandates that excavators consult with the current Central Registry of the town, village or city to determine which other facility owners may be present. Any non member utilities must be contacted separately.
- 3. To get more information on UFPO or a free copy of Code 53, call UFPO at 1-800-962-7962.

