

INCORPORATED VILLAGE OF MUNSEY PARK
BUILDING ADVISORY GUIDELINES

WHY DO WE HAVE A BUILDING ADVISORY COMMITTEE?

The property that now makes up the Incorporated Village of Munsey Park was initially owned by Frank Munsey, a wealthy publisher who rivaled William R. Hearst. Upon his death in 1925, his fortune was estimated at over 40-million dollars. Since he had no heirs, his entire estate was bequeathed to the Metropolitan Museum of Art in New York. The Met then developed the Master Plan for the Village.

In developing the Master Plan, the Museum adopted regulations to ensure that the properties would be developed with high construction standards and strict architectural control with the natural topography of the land and preserve the natural wooded setting. To commemorate the Metropolitan Museum's role in the design of the Village, all of the streets were named for illustrious American artists. The Village was incorporated in 1930. In order to ensure that all future designs would comply with the design intent established by the Museum, rigid Protect Deed Restrictions were adopted and finalized in the form of Deed Restrictions, making each homeowner responsible for compliance with the Museum standards.

The responsibility to maintain the authentic colonial standards mandated by the Protective Restrictions lies with the Board of Trustees, who, in turn, delegate that responsibility to the Building Advisory Committee. Members of the BAC are appointed by the Board of Trustees and serve on a voluntary basis. The BAC is charged with reviewing all applications that include work which may affect the exterior appearance of the individual property or structure and the effect it may have on the adjoining properties. The BAC then submits its findings to the Board of Trustees.

APPLICATIONS AFFECTED

All applications which involve the construction of new buildings, additions, substantial renovations or change in any building element which may result in an aesthetic change to the exterior appearance of any structure located within the Village must be reviewed and approved by the Building Advisory Committee and, depending upon the scope of the work, the Village's Consulting Architect.

Building element changes to the exterior appearance include, but are not limited to, additions, dormers, decks, sheds, patios, window replacement, siding, porticos, exterior doors, garage doors, retaining walls, structures, light fixtures, etc.

MEETING SCHEDULE

The Committee meets twice a month on the second and fourth Tuesday. All applications requiring review must be submitted no later than 2:30PM on the Tuesday preceding the scheduled meeting. Applications received after the deadline date will be rejected and reviewed at the following scheduled meeting.

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SUBMISSION REQUIREMENTS

Applicants shall submit eight (8) copies of all materials subject to review and one (1) electronic copy in PDF or thumb drive format.

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 scale not less than 1" = 20", indicating the size and configuration of the property; location and size of all existing and proposed structures fences, a/c units, driveway configurations, and their setbacks from 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 including existing finishes, profiles, etc., and the proposed new work with all new finishes clearly identified to distinguish it from the existing conditions. **The drawings must include "side by side" elevations indicating the existing and proposed 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 relationship of the floor and ridge heights and alignment of the various construction elements.
- e For new building and substantial additions, front elevations of the proposed structure including the front elevation of each of the homes adjoining the subject premises including existing and proposed ridge heights will be required.
- f For new building and substantial additions, landscaping plans are required.
 - i. Photos of the adjoining properties are required showing the landscaping on the existing boundary lines between the affected properties.
- g Plans shall be in the preliminary design form with sufficient information to adequately define the new work.

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2. OTHER DOCUMENTATION

- a Sufficient documentation (e.g., catalog cuts, pictures) of important ready-made elements, such as front door, decorative windows, grillwork, garage doors, trim, light fixtures, railings, etc. In some cases, large scale details may be required.
- b In some cases, involving new homes or substantial additions, a study model and/or color renderings or both may be required.

3. PHOTOGRAPHS

- a Eight (8) sets of color photographs which show the **COMPLETE** view of each of the effected facades of the building must be submitted. **PARTIAL PHOTOS WILL NOT BE ACCEPTED.**
- b The photographs should also show any existing screening or landscaping which may be affected or included as part of the design solution.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

TYPICAL REVIEW REQUIREMENTS

In order to assure 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 and harmonious with the architectural details, lines and mass of the existing house and the adjoining properties.
2. New windows shall match the existing architectural style and be proportionate in size to the existing architectural style and be proportionate in size to the existing windows and be 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.
5. Field mockups, such as brick or stonework, may be required for inspection and approval prior to ordering.

The goal of the Committee is to assure that the authentic colonial character of the Village is maintained. New buildings and additions shall blend and be harmonious with the surrounding properties without overpowering them. Additions, renovations and other structures should

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match the existing architectural vocabulary of the existing house and the neighboring homes in proportion, massing and height.

ONCE AN APPLICATION IS APPROVED BY THE COMMITTEE, CHANGES ARE STRICTLY PROHIBITED UNLESS THE PROPOSED CHANGES ARE SUBMITTED AND APPROVED BY THE COMMITTEE PRIOR TO CONSTRUCTION. UNAUTHORIZED CHANGES MAY NOT BE APPROVED AND WILL BE SUBJECT TO SUMMONS AND FINE(S).

Dated: October 1, 2022