

OFFICE OF  
FRANK J. BLASI  
Building Inspector



VILLAGE OF LARCHMONT  
120 LARCHMONT AVENUE  
LARCHMONT, N.Y. 10538  
Tel: (914) 834-6210  
Fax: (914) 833-2170

## VILLAGE OF LARCHMONT BOARD OF ARCHITECTURAL REVIEW RESIDENTIAL AND/OR COMMERCIAL APPLICATION PROCESS

### INSTRUCTIONS

- ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED WHEN SUBMITTED TO THE BUILDING DEPARTMENT IN PERSON. INCOMPLETE APPLICATIONS WILL NOT BE PUT ON THE AGENDA.
- ONLY TEN (10) NEW CASES WILL BE REVIEWED AT EACH MONTHLY MEETING – FIRST COME, FIRST SERVED
- THE FEE TO APPEAR BEFORE THE ARCHITECTURAL REVIEW BOARD IS \$100.00 – CHECK PAYABLE TO THE VILLAGE OF LARCHMONT

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### SUBMISSION REQUIREMENTS – SIX (6) PACKETS – EACH TO INCLUDE:

1. **Application** - Application Form must be 100% complete – No Blank Spaces Please.
2. **Information as Requested on Attached Sheets Specific to your Project.**
3. **Fee Enclosed.**
4. **Six (6) Packets Enclosed**

### ENCLOSURE CHECKLIST

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### ADJOURNED CASES – INSTRUCTIONS:

ALL REVISED DRAWINGS AND PAPERWORK MUST BE SUBMITTED TO THE BUILDING DEPARTMENT. YOU MAY NOT BRING REVISIONS TO THE MEETING. FOR SUBMISSION DUE DATE CALL BUILDING DEPT. – 834-4349.

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**PLEASE NOTE:** This is the first step in the process (after Planning Board and Zoning Board if applicable). A Building Permit must be secured **before** any work is started. No Building Permit Application will be accepted until the project has been approved by the Board of Architectural Review.

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### For Office Use Only:

**Submission Complete** – Contains six (6) full sets, the \$100 fee, all boxes are checked-off and Application has been logged in by the Building Department. Date \_\_\_\_\_

Does CZMC need to review application ... YES [ ] NO [ ]

BOARD OF ARCHITECTURAL REVIEW  
APPLICATION FORM

Public Hearing Date: \_\_\_\_\_

Submission Date \_\_\_\_\_

Project Address \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Description of Project \_\_\_\_\_

Description Cont. \_\_\_\_\_

Owner \_\_\_\_\_

No. & Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone # \_\_\_\_\_

Applicant/Representative & Title \_\_\_\_\_

No. & Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone # \_\_\_\_\_

For Office Use Only : Minutes of Public Hearing - Y = Yes - N = No - A = Abstained - R = Removed & O = Not Present

Vote: Chairman \_\_\_\_\_  Member 1 \_\_\_\_\_

Member 2 \_\_\_\_\_  Member 3 \_\_\_\_\_  Member 4 \_\_\_\_\_

Presentation: \_\_\_\_\_

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Board Action: \_\_\_\_\_

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# Solar Panel Presentation Requirements: Architecture Board of Review, Village of Larchmont

## Submittal Minimum\* Requirements:

1. Full property Site Plan
  - a. Including at a minimum adjoining neighbor's (including across street).
  - b. Indication of the building on site, location of panels on the building and property line.  
Scale 1/16"=1'-0"
  - c. These can be two separate drawings or drawing and aerial photographs.
2. Calculations shall be provided with the initial application verifying the number and/or area of panels required for the proposed solar energy system.
3. Photographs of affected building (in color 5"x7"min.) shall be submitted showing the location of the proposed solar energy systems and their visibility from neighboring structures and street(s).
4. Professionally drafted drawings shall be provided with the initial application.
  - a. Drawings shall be to scale 1/4"=1'-0" and should clearly show all structure elevations
  - b. Include location of openings, exterior accessories (decks, steps, overhangs, dormers, chimneys, etc.), roof line and heights.
  - c. Building roof plan with proposed PV panels attached showing location and dimensions in relation to roof edge and/or ridgelines.
  - d. Assembly details of the attachment to the structure and proposed location on the lot or building.
  - e. Details that apply to the specific installation (plumbing, panels, attachments, etc.) and are visible from outside shall also be provided.
  - f. Location of supplementary wires/conduits attached to the structure for purpose of feeding building electrical panel, and any additional outdoor equipment related to the application should be clearly shown and highlighted
5. Sample of the proposed solar energy systems and manufacturer's literature shall be submitted with the application
  - a. Cut sheet of PV panels including dimensions, (width x height x depth) and colors.
  - b. Cut sheet of bracket hardware, indicating how high the panels will be installed off the roof plane.

\*These are minimum presentation requirements; the Board reserves the right to request additional material on a case-by-case basis.