

**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 **\$150.00** – CHECK PAYABLE TO THE VILLAGE OF LARCHMONT

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

ENCLOSURE CHECKLIST

- | | |
|--|--------------------------|
| 1. Application - Application Form must be 100% complete – No Blank Spaces Please. | <input type="checkbox"/> |
| 2. Architectural Plans/Design Plans (Select all that apply) | |
| a. Additions/Alterations - <u>Must</u> include, but not limited to, floor plans, full elevations of proposed and existing materials used, exposed mechanical equipment, lighting.
.Plans must be folded to 8.5” x 11”. Plans must be ¼-inch scale or larger. | <input type="checkbox"/> |
| b. Signage - A true graphic representation, including: material/color samples (at least 3" x 3"); scale; location on building; letter types, sizes and layout; sign dimensions. Relate Size, color, design, etc. to building façade and adjacent properties where applicable. | <input type="checkbox"/> |
| c. Awnings - A true graphic representation, including: material/color samples (at least 3" x 3"); scale; location on building; width; height; projection from building; distance To curb; height above grade; structure; attachment detail. | <input type="checkbox"/> |
| 3. Site Plan - Show area of work, proposed landscaping, site changes. | <input type="checkbox"/> |
| 4. Survey - Legible copy of updated (no older than 3 years) property survey to be included in each packet. The survey must show all setbacks and structures on the property. | <input type="checkbox"/> |
| 5. Photos of Adjacent Buildings – Each packet to have either photos or copies of photos. The minimum size of photos is 3” x 5” – <i>NO POLAROIDS PLEASE.</i> | <input type="checkbox"/> |
| 6. Fee Enclosed. | <input type="checkbox"/> |
| 7. Six (6) Packets Enclosed | <input type="checkbox"/> |

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.

PLEASE NOTE: This is the first step in the approval process. 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.

For Office Use Only:

Submission Complete – Contains six (6) full sets, the \$150. fee, all boxes are checked-off and Application has been logged in by the Building Department. Date _____

**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

Position Held on BAR	Name	Vote (Circle One)
Chairman		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present

Presentation: _____

Board Action: _____
