



Village of Larchmont Board of Architectural Review

Address of Proposed Work: _____

Submission Requirements – (6) Packets – Each to include:

Checklist

1. **Application** - Application Form must be 100% complete – No Blank Spaces Please.
2. **Architectural Plans/Design Plans (Select all that apply)**
 - a. **Additions/Alterations** - **Must** 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.
 - 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.
 - 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.
3. **Site Plan** - Show area of work, proposed landscaping, site changes and Board approval dates.
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.
5. **Photos of Adjacent Buildings** – Each packet to have either photos or copies of photos. The minimum size of photos is 3" x 5" – **NO POLAROIDS PLEASE.**
6. **Fee Enclosed.**
7. **Six (6) Packets Enclosed**

ADJOURNED CASES – INSTRUCTIONS:

All revised drawings and paperwork must be submitted to the Building department. You may not bring revisions to the meeting. All re-submissions are due 10 days prior to the meeting. – call the Building Department for any questions 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 Approval Dates:

Zoning _____

Planning _____



Board of Architectural Review
Application Form

Public Hearing Date: _____

Project Address _____ Block _____ Lot _____

Description of Project _____

Owner _____

No. & Street _____

City/State/Zip _____ Telephone # _____

Applicant/Representative & Title _____

No. & Street _____

City/State/Zip _____ Telephone # _____

State of New York
County of Westchester

I, _____ being duly sworn,
(PRINT NAME)
(agent, owner, corporate officer)
Deposes and says: that

_____ is the owner
in fee of the premises which this application applies;
that the applicant is duly authorized to make this
application; and that the statements obtained here are
true to the best of the applicant's knowledge and belief,
and that the work will be performed in the manner set
forth in the applications filed therewith, and in accordance
with all applicable laws, ordinances and regulations.

Signature _____
Sworn to before me this _____ day of _____,
20__

Notary



Village of Larchmont
Board of Architectural Review

Address of Proposed:

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: _____

Approved _____
Signature of Chair

Adjourned _____
Signature of Chair

