



Village of Larchmont [villageoflarchmont.org](http://villageoflarchmont.org)

Building Department Architectural Review Board Application  
 120 Larchmont Avenue, Larchmont, New York 10538 Phone (914) 834-4349

# SIGNAGE/AWNING ARB APPLICATION

### TO BE COMPLETED BY APPLICANT

Application Date:		Application Fee: \$150.00 Building Application Sign Fee: \$100.00 per sign Awning Fee: \$150.00 per awning	
<input type="checkbox"/> STOREFRONT SIGNAGE	<input type="checkbox"/> AWNING OR CANOPY OR FLAG	<input type="checkbox"/> GROUND SIGN Sign not attached to building	<input type="checkbox"/> ILLUMINATED SIGN

### SITE IDENTIFICATION INFORMATION

Project Address:  
 No. Street

Village of Larchmont Tax Map Designation:  
 Section Block Lot(s)

Business Name:

Description of Project:

### APPLICANT/OWNER INFORMATION

Contractor (Signage Company):	Phone #: Fax#:	Email:
Owners Address: No. Street: Town: State: Zip:		
Applicant (If different than owner):	Phone #: Fax#:	Email:
Applicant Address (If different than owner): No. Street: Town: State: Zip:		
Representatives & Title:	Phone #: Fax#:	Email:
Address: No. Street: Town: State: Zip:		

### AFFIDAVIT OF OWNERSHIP

State of New York  
 County of Westchester

I, \_\_\_\_\_ being duly sworn;

*PRINT NAME*

Deposes and states; that \_\_\_\_\_ is the Owner in fee of the premises to which this Application applies; that the Applicant is duly authorized to make this Application; and that the statements made 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 Application filled therewith, and in accordance with all applicable laws, ordinances and regulations.

NOTARY SEAL

Signature \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_

NOTARY



## **SIGNAGE/AWNING ARB SUBMISSION REQUIREMENTS**

The following are minimum presentation requirements.  
Additional supporting items may be requested by the reviewing Board.

**Incomplete application packages may not be accepted / reviewed**

### **CHECK LIST:**

- Submit six (6) packets – each to include:

### **SURVEY** *(Not necessary for proposed Storefront Signage; Ground Signs will require Survey)*

- Official stamped Survey, (no older than 3 years)
- Survey must show existing structures, setbacks, and property lines

### **SITE PLAN** *(Not necessary for Storefront Signage; Ground Signs will require Site plan)*

- Show area of new work
- Site changes and proposed landscaping
- Setbacks, projections and adjacent structures

### **PHOTOGRAPHS**

- Photos of existing building elevations and any other relevant data such as:
  - Neighboring architecture, or precedents supporting design
- Scaled 3D renderings
- Photo collages are encouraged for visualization

### **SIGNAGE REQUIREMENTS:** A true graphic representation including:

- Relate size, color, style, location to existing façade and adjacent properties
- Show location on the building
- Scale drawing of proposed structure – show dimensions
- Material/color samples at least 5"x5"
- Show proposed font
- Dimensions of letters and logo
- Show dimensions of all proposed font sizes and spacing in between all featured characters
  - Projection of sign from the building structure or façade

### **AWNING REQUIREMENTS:** A true graphic representation including:

- Relate size, color, style, location to existing façade and adjacent properties
- Show location on the building
- Scale drawing of proposed structure – show dimensions
- Material/color samples at least 5"x5"
- Show proposed font
- Dimensions of letters and logo
- Show dimensions of all proposed font sizes and spacing in between all featured characters
  - Projection of awning from the building structure or façade
  - Height and clearances from curb



## ARCHITECTURAL REVIEW BOARD APPLICATION GUIDELINES

All signs, awnings and banners located on private property, regardless of location are regulated by the Village of Larchmont Code – [Chapter 357](#).

Permits regulated by the Building Department are required for placement of all new signs, awnings and banners as well as alterations and/or relocation of existing signs, awnings and banners.

### STEPS TO OBTAIN APPROVAL & PERMIT:

1. Submit a complete Architectural Review Board (ARB) Signage/Awning Application and a complete Building Permit Application to the Building Department
2. Submit all relevant application fees, separate checks for each application
3. Attend an ARB public hearing with all required submission materials (see page 3). **Both applicant and owner need to be present at ARB hearing.**

#### ARB REVIEW:

- Applicants must complete the **ARB Application** – (see Page 2)
- As per the **Submission Requirements** – (see Page 3) each application must include: application form, scaled drawings, photographs, material samples, etc.
- Application Fee – check the [Building Department Schedule of Fees](#) for current charges
- Submit six (6) packets for review – (see Page 3)
- Applications will be reviewed and require ARB approval before a permit will be issued
- Please check the [Village calendar](#) for submission deadlines and public hearing dates
- Applications for Ground Signs (Signs not attached to a building) may require Planning and/or Zoning Board approval

#### PERMIT:

- Licensed contractors must complete the **Building Permit Application** – (see Page 4)
- Permit Fee – check the [Building Department Schedule of Fees](#) for current charges
- Provide a copy of Certificate of Insurance – check [Building Permit Instructions](#)

### **All applications must be delivered in person to the Building Department**

In order to ensure the most expedient review of your application, please meet all **Submission requirements**

### **Incomplete application packages may not be accepted / reviewed**



## SIGNAGE/AWNING APPLICATION

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<input type="checkbox"/> Building New Construction ___ SWPPP required	<input type="checkbox"/> Generator
___ Residential ___ Commercial	Residential ___ Commercial
<input type="checkbox"/> Building Alterations/Additions ___ SWPPP required	<input type="checkbox"/> Solar <input checked="" type="checkbox"/> Signage/Awning <input type="checkbox"/> Fence
___ Residential ___ Commercial	<input type="checkbox"/> Other _____

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Block \_\_\_\_\_ Lot \_\_\_\_\_

1.

Address of Proposed Work \_\_\_\_\_

2. Description of Work \_\_\_\_\_  
 \_\_\_\_\_

3. Cost of Construction \$ \_\_\_\_\_ 4. Fee Charged \$ \_\_\_\_\_

5. Application- Firm Name \_\_\_\_\_

6. Address \_\_\_\_\_

7. City/State/Zip \_\_\_\_\_

8. Contact Name \_\_\_\_\_

Phone/Cell \_\_\_\_\_

9. Plumber Name \_\_\_\_\_

Phone/Cell \_\_\_\_\_

10. Electrician Name \_\_\_\_\_

Phone/Cell \_\_\_\_\_

11. Indemnity Agreement: In consideration of the Village of Larchmont's issuance of the permit describe herein above, contractors and any subcontractors hereby agree at their sole cost and expense to indemnify, defend and forever hold harmless the village of Larchmont, its official, servants, agents and employees from any and all claims for personal injury, including death to any person including but not limited to applicant, contractor and subcontractors and their respective employees, and for any and all property damage which results from or is in any way connected with the work contemplated under this permit.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of owner \_\_\_\_\_ Telephone \_\_\_\_\_

*SIGNAGE/AWNING/BUILD/PERMIT/APPLICATION*

*ARB/SIGNAGE/AWNINGAPPLICATION*