



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  
**ARCHITECTURAL REVIEW BOARD**  
**APPLICATION**

**TO BE COMPLETED BY APPLICANT**

<b>Application date:</b> March 14, 2022		<b>Application Fee: \$150.00</b>	
<i>Please fill in dates or N/A (Not Applicable)</i> <i>Note: Dates must be on plans submitted</i> <b>Board Approval Date:</b> <input type="checkbox"/> Zoning Not Required	<i>Please fill in dates or N/A (Not Applicable)</i> <i>Note: Dates must be on plans submitted</i> <b>Board Approval DATE:</b> <input type="checkbox"/> Planning Not Required	<i>Please fill in dates or N/A (Not Applicable)</i> <i>Note: Dates must be on plans submitted</i> <b>Board Approval DATE:</b> X ARB 3/30/2022	

**SITE IDENTIFICATION INFORMATION**

**Project Address:**  
No. 11 Street Summit Avenue

**Village of Larchmont Tax Map Designation:**  
Section 6 Block 7 Lot(s) 675

**Business Name:**  
Lischwe Owners

**Description of Project:**  
Kitchen interior renovations, 3 new windows, 1 new french door

**APPLICANT/OWNER INFORMATION**

<b>Contractor (Signage Company):</b> TBD	<b>Phone #:</b> <b>Fax#:</b>	<b>Email:</b>
<b>Owners Address:</b> No. 11 Street: Summit Ave Town: Larchmont State: NY Zip: 10538	<b>Applicant (If different than owner):</b> Gregory Lewis, Lewis + Lewis Architects <b>Phone #:</b> (914) 315-6454 <b>Fax#:</b>	<b>Email:</b> greg@lewisandlewisarchitects.com
<b>Applicant Address (If different than owner):</b> No. 144 Street: Larchmont Avenue, Unit 1 Town: Larchmont State: NY Zip: 10538		
<b>Representatives &amp; Title:</b> Architect	<b>Phone #:</b> (914) 315-6454 <b>Fax#:</b>	<b>Email:</b> greg@lewisandlewisarchitects.com
<b>Address:</b> No. 144 Street: Larchmont Avenue, Unit 1 Town: Larchmont State: NY Zip: 10538		

**AFFIDAVIT OF OWNERSHIP**

**State of New York**  
**County of Westchester**

I, Gregory Lewis being duly sworn;  
PRINT NAME

Deposes and states; that Joseph Lischwe 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



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99 Willow Avenue, Larchmont, NY

**ARCHITECTURAL REVIEW BOARD 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**

**Application**

- X Application Form must be 100% complete – No Blank Spaces Please.
- X Six (6) Packets – Each to include

**Survey**

- X Official stamped survey, (not older than 3 years)
- X Survey must show existing structures, setbacks, and property lines

**Site Plan**

- X Show area of new work
- X Proposed landscaping
- X Site changes
- X Setbacks and projections
- X Adjacent structures

**Photographs**

- X Photos of existing building elevations and any other relevant data such as neighboring architecture, or precedents supporting design

**Existing Plans and Elevations**

- X Not less than 1/8" scale
- X Complete building must be included

**Proposed Plans and Elevations**

- X Not less than 1/4" scale
- X Complete building must be included, no partial elevations, all sides must be included
- X Areas of new construction should be clearly identified from the existing structure
- X Dimensions must include and identify major walls and features
- X Elevations should identify significant materials, floor-to-floor and roof heights

**Details**

- X Applicable section and plan details
- X Show material profiles and transitions of key elements such as foundations, windows, doors, eaves, and decorative features

**Material Samples**

- X Applicants are encouraged to bring to the public meeting applicable material samples

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



## ARCHITECTURAL REVIEW BOARD APPLICATION GUIDELINES

### STEPS TO OBTAIN ARB APPROVAL:

1. Submit a complete Architectural Review Board (ARB)
2. Submit all relevant application fee
3. Attend an ARB public hearing with all required submission materials (see page 2). **Both applicant and owner need to be present at ARB hearing.**

### ARB REVIEW:

- Applicants must complete the **ARB Application** – (see Page 1)
- As per the **Submission Requirements** – (see Page 2) 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 2)
- 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 may require Planning and/or Zoning Board approval

**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**

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