

APPLICATION TO ARCHITECTURAL REVIEW BOARD

Application Checklist

- ☐ **Completed Application**
- ☐ **Manufacturers Data and/or Samples of Actual Material to be used. (Shingles for Siding or Roof, Paint Colors, etc)**
- ☐ **Nine (9) Sets of Plans (showing all elevations of new structures and all affected elevations in the case of additions or alterations)**
- ☐ **Site Plan for all New Structures**
 - ☐ Property lines, including curblines of adjoining lots.
 - ☐ Outlines of structures, including walks, driveways, terraces, decks, walls and fences.
 - ☐ Existing and proposed contours at two-foot intervals.
 - ☐ Existing trees and trees to be removed which have a trunk diameter of four inches or more at a point 54 inches above the ground.
 - ☐ All proposed plantings.
 - ☐ The construction, reconstruction or alteration of any permanent exterior marquee, canopy, security grille, advertising sign or business sign.
 - ☐ Grades and elevations of adjacent property and structures where the Building Inspector, Board or Commission deems this information applicable to a proper evaluation of the relationship between existing and proposed structures.
 - ☐ Any other items which the Building Inspector, Board or Commission deems necessary and/or desirable.

Note: Incomplete applications will be returned without review.

A standard two (2) week review timeframe by the Building Department is typical for all applications. Additional time is required based on the extent and scope of work proposed.

The Building Inspector, Board or Commission may require submission of all or a portion of the above information as part of the application for an addition to any existing structure.

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
TELEPHONE (914) 345-1553

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
Building Dept (914) 592-6555 Village Hall (914) 592-6555
Fax (914) 592-8129

APPLICATION TO ARCHITECTURAL REVIEW BOARD

Date: _____

SITE DATA:

Zone: _____ Area of lot(s): _____ Section - Sheet - Block - Lot(s): _____ - _____ - _____ - _____

Street Address: _____

Project Description _____

Variance or Special Use Granted (If any): _____

APPLICANT:

Name: _____

Address: _____

Phone: _____

OWNER:

Name: _____

Address: _____

Phone: _____

ARCHITECT / ENGINEER

Name: _____

(New York State Registration #)

Address: _____

Phone: _____

ATTORNEY

Name: _____

Address: _____

Phone: _____

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

State of New York) ss:
County of Westchester)

_____ hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Sworn to before me this

_____ day of _____

Signature of Applicant

Notary Public or Commissioner of Deeds

FOR VILLAGE USE ONLY

APPLICATION No.: _____

DATE RECEIVED: _____

FEE: _____

MEETING DATE: _____

PUBLIC HEARING: _____

ACTION DATE: _____

Village of Elmsford

BUILDING DEPARTMENT
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Building Dept (914) 345-1553
Fax (914) 592-8129

PROXY STATEMENT

Date: _____

State of _____) ss:

County of _____)

_____ being duly sworn, deposes and says the he/she resides at _____ in the County of _____ and the State of _____ and that he/she is the owner _____ of the premises described in the attached application and that he/she has authorized _____ to make the attached application for _____ and to represent them at all Board and/or Commission meetings.

Sworn to before me this

_____ day of _____

Signature of Owner

Notary Public or Commissioner of Deeds

Seal

FOR VILLAGE USE ONLY

APPLICATION No.: _____ or PERMIT No.: _____

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
Building Dept (914) 592-6555
Fax (914) 592-8129

Chapter 8, ARCHITECTURAL REVIEW

[HISTORY: Adopted by the Board of Trustees of the Village of Elmsford 11-19-1990 by L.L. No. 8-1990. Amendments noted where applicable.]

Note: The following is an abbreviated portion of the Code for informational purposes only.

GENERAL REFERENCES

Building Code -- See Ch. 109, Part 1.
Unsafe buildings and structures -- See Ch. 117.
Zoning -- See Ch. 335.

§ 8-1. Purpose.

The Architectural Review Board and Architectural Review Commission shall preserve and promote the character and appearance of the village so as to conserve the property values of the village and the attractiveness of the residential and business areas by providing procedures for an architectural review of structures henceforth erected, reconstructed or altered in the village, and thereby to encourage good qualities of exterior building design and appearance, to relate such design and appearance to the site and surroundings of such structures, to permit originality and resourcefulness in building design and appearance which are appropriate to the site and surroundings and to prevent such design and appearance as are unnecessarily offensive to visual sensibilities.

§ 8-2. Findings.

The Board of Trustees hereby finds that structures which are visually offensive or inappropriate by reason of poor quality of exterior design, monotonous similarity or striking visual discord in relation to their sites or surroundings mar the appearances of their areas, impair the use, enjoyment and desirability and reduce the value of properties, are detrimental to the character of neighborhoods and adversely affect the functioning, economic stability, prosperity, health, safety and general welfare of the entire community.

§ 8-8. Applications.

- A. Applications for construction of any new buildings or structure or an addition to or reconstruction, alteration or demolition of any existing building or structure in such manner as to change the exterior character and appearance of the building or structure must be approved by the Architectural Review Board. The Architectural Review Board may refer an application to the Commission for review and recommendation.
- B. Applications must be accompanied by plans showing all elevations of new structures and all affected elevations in the case of additions or alterations.
- C. For all new structures, a site plan with a minimum scale of one inch equals 20 feet must be submitted, showing the following:
 - (1) Property lines, including curblines of adjoining lots.
 - (2) Outlines of structures, including walks, driveways, terraces, decks, walls and fences.
 - (3) Existing and proposed contours at two-foot intervals.
 - (4) Existing trees and trees to be removed which have a trunk diameter of four inches or more at a point 54 inches above the ground.
 - (5) All proposed plantings.

- (6) The construction, reconstruction or alteration of any permanent exterior marquee, canopy, security grille, advertising sign or business sign.
- (7) Grades and elevations of adjacent property and structures where the Building Inspector, Board or Commission deems this information applicable to a proper evaluation of the relationship between existing and proposed structures.
- (8) Any other items which the Building Inspector, Board or Commission deems necessary and/or desirable.

D. The Building Inspector, Board or Commission may require submission of all or a portion of the above information as part of the application for an addition to any existing structure.

§ 8-9. Features; suitability.

The Board and Commission shall take into account natural features of the site and surroundings, exterior design and appearances of existing structures and the character of the district and its peculiar suitability for particular purposes, with a view to conserving the values of property and encouraging the most appropriate use of land.

§ 8-10. Approval.

The Board may approve, approve with modifications or disapprove an application. The Commission may recommend approval, approval with modifications or disapproval of any application. All votes shall be by a majority of the members present at a meeting.

§ 8-11. Determining factors for approval.

The Board or Commission shall determine whether the building or structure for which the permit was requested, if erected or altered in accordance with the submitted plan, would be in harmony with the surrounding area, would not be visually offensive or inappropriate by reason of poor quality of exterior design, would not have monotonous similarity or striking visual discord in relation to the site or surroundings, would not mar the appearance of the area, would not impair the use, enjoyment and desirability and reduce the value of properties in the area, would not be detrimental to the character of the neighborhood, would not prevent the utilization of the site or of adjacent lands and would not adversely affect the economic stability, prosperity, health, safety and general welfare of the entire community.

§ 8-12. Determining factors for approval with conditions or disapproval.

The Board may approve an application with conditions or disapprove an application, and the Commission may recommend approval with conditions or disapproval of an application, provided that the Board or Commission finds that the structure for which the permit was requested would, if erected or altered as indicated, cause one or more of the harmful effects set forth in §§ 8-2 and 8-11 hereof by reason of:

Chapter 8, ARCHITECTURAL REVIEW

A. Monotonous similarity to any other structure or structures located or proposed to be located on the same street or corner thereof and within 250 feet of the site of the structure, in respect to one or more of the following features of exterior design and appearance:

- (1) Substantially identical facade, disregarding color.
- (2) Substantially identical size and arrangement of either doors, windows, porticoes, porches or garages or other openings or breaks or extensions in the facade, including reverse arrangements.
- (3) Other substantially identical features such as, but not limited to, heights, widths and lengths of elements of the building design and exterior materials and treatments.

B. Striking dissimilarity, visual discord or inappropriateness with respect to other structures located or proposed to be located on the same street or a corner thereof and within 250 feet of the site of the structure, in respect to one or more of the following features of exterior design and appearance:

- (1) Facade, disregarding color.
- (2) Size and arrangement of doors, windows, porticoes, porches or garages or other openings or breaks or extensions in the facade.
- (3) Other significant design features such as, but not limited to, heights, widths and lengths or elements of design, exterior materials and treatments, roof

structures, exposed mechanical equipment, service and storage areas, retaining walls, landscaping, signs, light posts, parking areas and fences and service and loading areas.

C. Visual offensiveness or other poor qualities of exterior design, including, with respect to signs, considerations of the harmony or discord of colors, or incompatibility of the proposed structure with the terrain on which it is to be located, including but not limited to excessive divergences of the height or levels of any part of the structure from the grade of the terrain.

§ 8-13. Advisory powers.

The Commission shall advise with respect to public buildings and such other matters as the Board of Trustees, the Architectural Review Board, the Zoning Board of Appeals and the Planning Commission may refer to it.

§ 8-14. Refusal of building permit application.

The Building Inspector shall refuse any building permit application unless the Board approves the application or, if approval is subject to conditions, the applicant accepts, and agrees to comply with, such conditions.

§ 8-15. Variances and other approvals.

The applicant shall obtain any required variances and other governmental approvals before requesting approval by the Architectural Review Board.