

Date: _____



DOBBS FERRY — NEW YORK —

Village of Dobbs Ferry

Architectural & Historical Review Board Application

Name of Proposed Project _____

Applicant:

Plan Prepared by:

Name _____

Name _____

Address _____

Address _____

Telephone _____

Telephone _____

Email Address _____

Email Address _____

Submission for: _____ Small Scope Project _____ Large Scope Project _____ Other

Small Scope Project:

_____ Facade Change _____ Storefront
_____ Windows and Doors _____ Fence or Wall

Large Scope Project:

_____ New Building _____ Altered Building
_____ Accessory Building _____ Porch or Deck

Other Projects:

_____ Sign _____ Awning
_____ Canopy

List of Exemptions. The following applications for building permits are exempt from mandatory review by the AHRB, with the discretionary right reserved to the Building Inspector to request review and recommendation by the AHRB:

1. In-kind replacements of walls, fences, signs, canopies, and façade materials in all zoning districts.
2. New construction or installation of the following in all zoning districts outside any designated historic district: walls less than five feet, fences, signs, canopies, doors, and windows.
3. Non-permanent siting of accessory sheds under the following conditions: (a) no larger than 100 square feet; (b) no higher than 10 feet above grade at the ridge; (c) located in rear yard; and (d) painted, stained or colored to match either the body or trim color of the house.
4. Retaining walls under the following conditions: (a) no higher than five feet; and (b) constructed of natural stone or having a natural stone veneer on all visible, exposed surfaces.
5. All new basement egress windows or doors, except on the front facade, provided that such windows and doors are located more than 50% below the most adjacent grade and the style of window or door is consistent with the same facade.
6. Replacement windows or doors under the following conditions: (a) no alteration of style, size or location; (b) must be installed in existing rough openings without modification; (c) windows with currently exposed exterior muntins must be replaced with same style (Simulated Divided Lites, known as SDLs are acceptable).
7. Any Site Plan applications granted a review waiver in accordance with §300-52 (A)(2).

Date: _____

Architect (Contact Information) _____

Engineer (Contact Information) _____

Owner (if different from Applicant):

If more than one owner, provide information for each:

Name _____

Address _____

Telephone _____

Ownership intentions, i.e. purchase options _____

Location of site _____

Tax map description:

Sheet _____ Block _____ Lot/Parcel _____

Current Zoning Classification _____

Description of Project _____

Signature of Applicant, if Owner or Signature of Owner _____

Date _____

Date: _____

Submittal Requirements

Plans attached are submitted at the direction of the Building Inspector for review by the following board (check all that apply):

- ☐ PB/AHRB- 1 PDF copy + 4 paper copies ¼ scale
- ☐ BOT- 1 PDF copy + 5 paper copies ¼ scale (for AHRB applications in the following districts: Waterfront (A); Waterfront (B); Chauncey Park; Downtown; and Educational/Institutional)

Notification Requirements

1. Any applicant seeking replacement of windows and doors or installation of fences, walls less than five (5) feet, signs (not located in a historic district), and awnings (not located in a historic district), please fill out an Affidavit of Notice for Contiguous Neighbor Mailing.
2. All applications by the Architectural Review Board, requires that the applicant also has to post a notice on a sign provided by the Land Use Officer, stating that there is a pending application on the property and a telephone number to call for further information. Proof of these two notification requirements must also be submitted with this application:
 - ☐ Proof of notification of the AHRB hearing to owners of properties with 200 ft of the subject property by certified mailing in the form of an affidavit as per §300-18F.
 - ☐ Photo of subject property showing "Under AHRB Review" sign as per §300-28-G.

Submittal Deadlines

Planning Board/AHRB and Board of Trustees: All new applications must be received by the calendar marked deadline, usually 15 business days before the meeting. Items that were adjourned from the previous meeting must be submitted 10 business days before the meeting date.

All documents must be submitted to the Building Department.

Architectural & Historical Review Board Application Checklist

Requirements for all Large Scope and Small Scope:

- ☐ Detailed design/construction drawings of both existing and proposed conditions
- ☐ Material, finish and color schedule on submitted plans
- ☐ Specification sheet for each new light fixture
- ☐ Specification sheets for each new window, door, fence, etc.
- ☐ Sections through typical trim at a scale to clearly show profile, trims, corners, and their sizes if applicable
- ☐ Provide a note on the plan indicating that all exterior lighting shall comply with §300-41
- ☐ Photos of all affected sides of existing structure (not required for new buildings)
- ☐ Site location plan indicating proposed building site and all relevant buildings as noted in section: Appendix D: A-3 (not required for 1st story porch/deck)

Additional Requirements for all New Buildings or Additions:

- ☐ Sections through important elevations
- ☐ Scaled streetscape drawing
- ☐ Diagram of Sky Exposure Plane envelope as per section §300-17(4)F and defined in §300-14
- ☐ Photos of streetscape

Requirements for Other Projects:

- ☐ Clear color photos of existing streetscape (Must include 2 stores to the left/right of the proposed site and five stores directly across the street).
- ☐ Proposed method of attachment to the building.
- ☐ Building elevations and/or photo simulations showing the location of all proposed signs, awnings, canopies, proposed lighting and existing signs.
- ☐ Provide height and width dimensions of the storefront, ground plane location, and the height of new work above the ground plane.
- ☐ Proposed location of freestanding sign on the site plan, including landscaping and lighting (Only required for freestanding sign).

Date: _____

BOARD LAWN SIGN DEPOSIT

Deposit \$20 per sign

Name: _____

Address: _____

_____ **ZBA**

Number of Signs _____

_____ **Planning Board**

Number of Signs _____

_____ **AHRB**

Number of Signs _____

Not returned, Deposit kept _____

The sign(s) will be returned within two weeks of board decision, in good condition.

Returned date _____

Signature _____