



Architectural Review Board
Department of Planning & Community Development
City Hall - Roosevelt Square
Mount Vernon, New York 10550-2060
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Shawyn Patterson-Howard
Mayor

John Humbach
Chair

Architectural Review Board Recommendations **Submission Process and Instructions**

WHY ARE RECOMMENDATIONS FROM THE ARCHITECTURAL REVIEW BOARD NEEDED?

In accordance with Chapter 10-5 of the Mount Vernon City Charter, The Architectural Review Board is empowered to make recommendations to the Zoning Board of Appeals on area variance applications, recommendations to the Planning Board on site plan applications and recommendations to the City Council on design, setbacks or aesthetic considerations as part of a zoning amendment.

HOW IS AN ARCHITECTURAL REVIEW BOARD RECOMMENDATION PREPARED?

Applicants must assemble and submit seven (7) sets of the required materials to the Department of Planning and Community Development in order to be placed on the agenda of the Architectural Review Board's next regularly scheduled meeting. (For recommendations being forwarded to the Zoning Board of Appeals, these materials must be submitted no later than two (2) days after the Zoning Board of Appeals Public Hearing in order for the Architectural Review Board to make any considerations. For recommendations being forwarded to the Planning Board, these materials must be submitted no later than 4pm on the Planning Board submission deadline date in order for the Architectural Review Board to make any considerations.) Application packages and associated materials that are not: folded, able to fit in 10" x 13" envelopes, ready for mail, collated, bound appropriately in the order identified on the checklist and submitted or delivered together shall be returned.

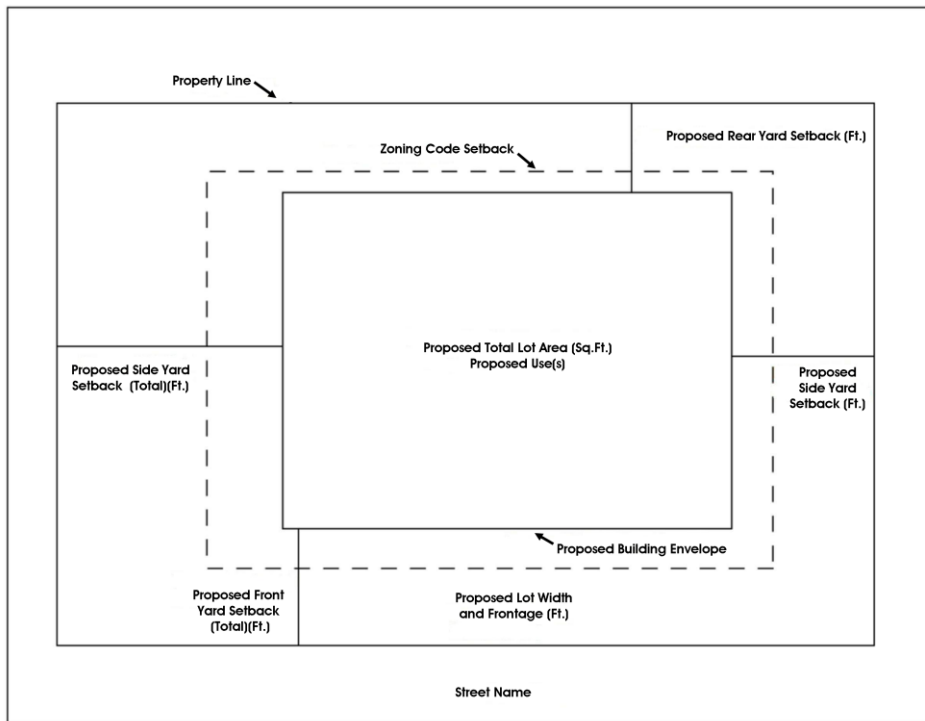
- **Applications will not be accepted if any of the required items have not been submitted.** If there are any required items an applicant believes are not necessary to be submitted as a part of the recommendation package, said items must be indicated on the application submission checklist and a detailed written response indicating the reason(s) the application material(s) are not submitted must be attached to the application. **Note: "N/A" or not applicable will not be considered an acceptable response.**

WHAT ARE THE ARCHITECTURAL REVIEW BOARD RECOMMENDATION MATERIAL REQUIREMENTS?

Recommendations To The Zoning Board of Appeals

The following must be submitted for the Architectural Review Board to provide recommendations to the Zoning Board of Appeals: (Please adhere to the “Zoning Board Submission Process and Instructions” standards for the correct format.)

- Seven (7) copies of Plan Examiner’s Report
- Seven (7) copies of the Color Photographs
- Seven (7) copies of the Full Elevations
- Seven (7) copies of the Zoning Table
- Seven (7) copies of the Survey
- Seven (7) copies of the Zoning Board of Appeals’ application
- Seven (7) copies of any additional information that applicant’s feel may be necessary for the Board to render its recommendation and/or (One (1) electronic version of any audiovisual demonstrations must be submitted on a compact disc.)
- Seven (7) copies of the proposed Site Layout using the following format:



Recommendations To The Planning Board

The following must be submitted for the Architectural Review Board to provide recommendations to the Planning Board: (Please adhere to the “Planning Board Submission Process and Instructions” standards for the correct format.)

- Seven (7) copies of Plan Examiner’s Report
- Seven (7) copies of the Color Photographs
- Seven (7) copies of the proposed Full Elevations
- Seven (7) copies of the Zoning Table
- Seven (7) copies of the Survey
- Seven (7) copies of the Planning Board’s application
- Seven (7) copies of the proposed Site Plan
- Seven (7) copies of any additional information that applicant’s feel may be necessary for the Board to render its recommendation and/or (One (1) electronic version of any audiovisual demonstrations must be submitted on a compact disc.)

Recommendations To The City Council

The following must be submitted for the Architectural Review Board to provide recommendations to the City Council:

- Seven (7) copies of Plan Examiner's Report
- Seven (7) copies of the Color Photographs of the existing Site and the existing building
- Seven (7) copies of the proposed Full Elevations
- Seven (7) copies of the proposed Zoning Table
- Seven (7) copies of the Survey
- Seven (7) copies of the City Council's application
- Seven (7) copies of the proposed Site Plan and/or proposal
- Seven (7) copies of any additional information that applicant's feel may be necessary for the Board to render its recommendation and/or (One (1) electronic version of any audiovisual demonstrations must be submitted on a compact disc.)

DURING RECOMMENDATION PROCEEDINGS, WHAT ARE THE ARCHITECTURAL REVIEW BOARD MEETING ATTENDANCE REQUIREMENTS?

The applicant or the applicant's representative **may** be present during the Architectural Review Board meetings when his/her application is being considered.

WHAT IS THE FORMAT FOR THE ARCHITECTURAL REVIEW BOARD RECOMMENDATION PROCEEDING?

The Architectural Review Board will make its recommendation based solely on the materials submitted to the Architectural Review Board. The Architectural Review Board may direct questions that arise during the course of the Architectural Review Board's proceedings to the applicant. The public may also be present.

Note: Supplemental materials will not be submitted at the Board meeting.

WHAT HAPPENS AFTER THE ARCHITECTURAL REVIEW BOARD RENDERS ITS DECISION?

After the Architectural Review Board renders a recommendation, Architectural Review Board Staff shall provide a written recommendation to the requesting agency and shall provide the applicant with a copy.