



**Architectural Review Board**  
Department of Planning & Community Development  
City Hall - Roosevelt Square  
Mount Vernon, New York 10550-2060  
(914) 699-7230

Shawyn Patterson-Howard  
Mayor

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Chair

## **Certificate of Appropriateness** **Submission Process and Instructions**

### **WHY IS A CERTIFICATE OF APPROPRIATENESS NEEDED?**

In accordance with Chapter 10 of the Mount Vernon City Charter, no building permit may be granted in the City of Mount Vernon to construct a new structure, an addition to an existing structure, make façade alterations, or change of exterior finishes material unless approval from Architectural Review Board has been obtained.

### **WHAT IS NEEDED PRIOR TO A CERTIFICATE OF APPROPRIATENESS** **APPLICATION BEING PREPARED AND FILED?**

The following must take place to obtain a Certificate of Appropriateness from the Architectural Review Board:

- **Identify the Type of Application to Be Prepared:** Using the Architectural Review Board **Application Submission Materials / Requirements Table**, identify the type of application you must file based upon the proposed improvements. **Note:** All determinations of application type will be corroborated and finalized by the Building Department.
- **Building Department Review:** Contact the Building Department to receive a Plan Examiner's Report for the proposed improvements and a determination as to whether the Certificate of Appropriateness is classified as being a major or minor type of Certificate of Appropriateness. Applicants may contact the Architectural Review Board Secretary in order to schedule a pre-submission meeting to review the nature of the project and to review the overall process with the Technical Staff, the Commissioner of the Building Department, and the Plan Examiner. It is best to schedule a pre-submission meeting after obtaining a Plan Examiner's Report. **Note:** Any potential Certificate of Appropriateness application that requires the issuance of a variance(s) by the City's Zoning Board of Appeals, must have received all necessary approvals by the Zoning Board of Appeals prior to submitting an application.

## **DETERMINE THE REQUIRED CERTIFICATE OF APPROPRIATENESS APPLICATION MATERIALS**

The required materials to be submitted as part of a Certificate of Appropriateness application are based upon the type of work being performed. Use the Architectural Review Board **Application Submission Materials/Requirements Table** to first classify the type of improvements being made, and then look up the necessary plans, drawings and supplemental materials that are required.

### **WHAT ARE THE REQUIREMENTS FOR MATERIALS TO BE SUBMITTED?**

The following indicates all Certificate of Appropriateness submission materials that may be required as a part of a Certificate of Appropriateness application. To ensure that all submission materials are complete, please adhere to the standards indicated.

#### Certificate of Appropriateness Application

- ✓ Please type or print clearly.
- ✓ Describe the project in detail indicating all areas of work, type(s) of improvement and material(s) to be used as a part of the proposed improvements. Use additional sheets if necessary.
- ✓ Fully complete and sign the Certificate of Appropriateness Application.

#### Plan Examiner's Report

- ✓ A copy of a recent Plan Examiner's Report which is issued by the Building Department and must be associated with the application.

#### Information Search

- ✓ A copy of all Information/Violation Search Forms which are issued by the Building Department and must be associated with the application.

#### Certificate of Occupancy

- ✓ A copy of all Certificate of Occupancies which are issued by the Building Department and must be associated with the application.

#### Environmental Assessment Forms (EAF)

- ✓ Please type or print clearly.
- ✓ Fully complete and sign the Environmental Assessment Form.
- ✓ The first page (Part 1) of the Environmental Assessment Form must be submitted with the Certificate of Appropriateness Application.

#### Past Resolutions

- ✓ A copy of Past Zoning Board Findings of Fact, Planning Board Resolutions, ARB or City Council Resolutions which may be obtained from the Building Department or City Clerk's Office.

## Current Resolutions

- ✓ A copy of Current Zoning Board Findings of Fact, Planning Board Resolutions, and City Council Resolutions which may be obtained from the Building Department or City Clerk's Office.

## Photographs

- ✓ All photographs must be in color.
- ✓ All photographs must be no less than 8" x 10" and submitted on individual sheets of paper.
- ✓ Each photograph must be accurately labeled with the location being shown and the description of the proposed work area(s).
- ✓ Photographs that have been altered in any way need to be labeled as such indicating the type of changes including but not limited to photo-shopping or cropping.
- ✓ Photographs must be submitted to document all work areas and show an overview of the structure or object being modified.
- ✓ For proposed façade improvements, include at least one (1) photograph of each building façade being improved or provide a written justification as to why the photos would not be needed for a determination of appropriateness.
- ✓ Include photographs from the street of structure(s) or lot(s) immediately adjacent to the property being improved.
- ✓ Include photographs of properties across the street from the property being improved.
- ✓ Include photographs of the view from side yard area when improvements involve the side elevation of a structure.
- ✓ Include photographs of the view from rear yard area when improvements involve the rear elevation of a structure.

## Survey

- ✓ Applicants must provide a copy of a signed and sealed survey (with the survey date indicated) of the lot where the improvements associated with the application are proposed.
- ✓ Surveys must be on sheets no smaller than 8½" x 11".
- ✓ Surveys must be drawn to a scale not smaller than 1" = 30' feet.

## Modified Survey

- ✓ Applicants may use a copy of the property's survey filed with the Westchester County Clerk's Office instead of preparing a scaled site plan, landscaping plan or parking/driveway plan.
- ✓ Any proposed work shall be shown by outlining the area(s) where the proposed work is to take place, indicating the length and width of the ground area covered by any proposed site element(s), indicating the distance of any new site element(s) from any existing structures and the property boundaries.

## Site Plan

- ✓ All site plans submitted must include the following: map, block, lot, the name, address, signature and seal of the professional preparing the site plan, north arrow, appropriate scale, date including revisions and title of each drawing in the title block.
- ✓ All site plans must be drawn to a scale not smaller than 1" = 20' feet.
- ✓ Include a clear and legible site vicinity map indicating the location of the proposed improvements drawn to scale of not less than 1" = 600' ft.

- ✓ Include any/all dimensions, property lines, locations and labels of existing and proposed structures including the location of exterior signs by sign type showing content and materials.
- ✓ Clearly indicate all structures to be removed.
- ✓ Include the location of existing and proposed driveways, parking areas and curb cuts on the site and within 20' ft. of the subject site property lines.
- ✓ Include the location of neighboring driveways and neighboring structures within 20' ft. of the subject site property lines.
- ✓ Include existing and proposed location of easements of record, rights-of-ways and public roads.
- ✓ Include existing and proposed location, height, dimensions, style and materials of screening, fencing, light fixtures (freestanding or mounted) and landscaping.
- ✓ All landscaping must be identified by type, size, quantity and common name. (Trees to be removed must be clearly indicated.)
- ✓ Include the existing and proposed location, dimensions, color, style and construction materials of ancillary structures such as but not limited to A/C units, pool equipment, generators, etc. with their proper dimensions to the property lines.

### Floor Plans

- ✓ All floor plans must be drawn on sheets no smaller than 8<sup>1</sup>/<sub>2</sub>" x 11".
- ✓ All floor plans must be drawn to a scale not smaller than 1" = 16' feet.
- ✓ Floor plans of every floor directly associated with the proposed aesthetic improvements within the structure(s), whether existing or proposed, must be provided.
- ✓ Every room shown on a floor plan must be labeled.
- ✓ Floor plans must accurately reflect the location of any/all doors, windows and walls.

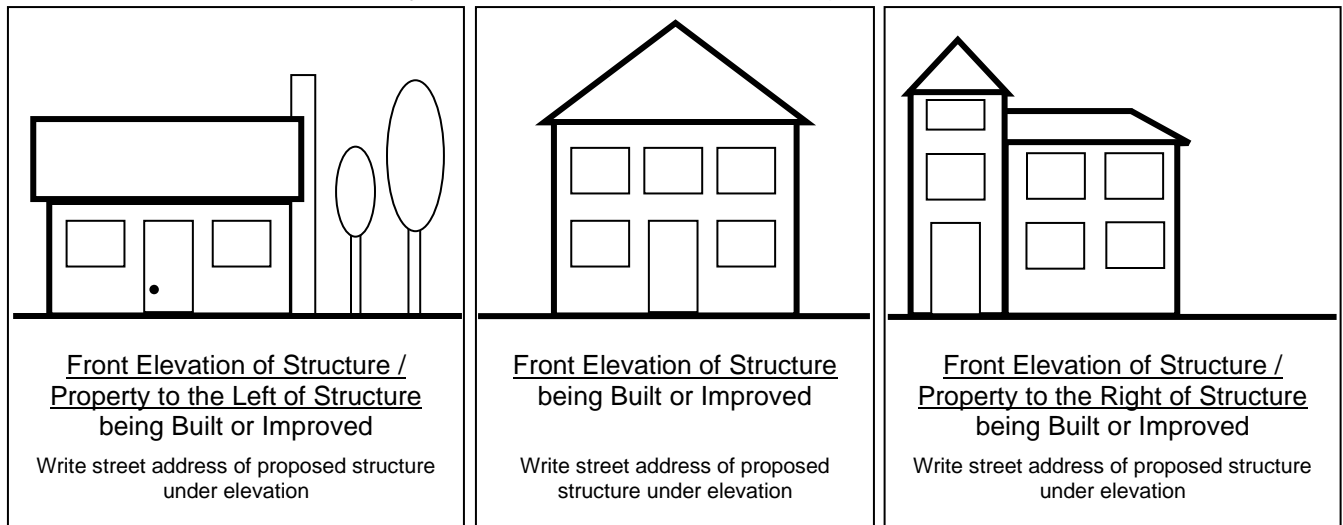
### Elevations

- ✓ All elevations must be drawn on sheets no smaller than 8<sup>1</sup>/<sub>2</sub>" x 11".
- ✓ All elevations must be drawn to a scale not smaller than 1" = 16' feet.
- ✓ All elevations must be in color.
- ✓ Include proposed elevations of all sides of the structure(s) that are directly associated with the improvements.
- ✓ Each elevation must include the existing (if applicable) and proposed height of the structure(s).
- ✓ Each elevation must be labeled to include colors, styles, types and construction material of proposed and existing features.
- ✓ Each elevation must show the location of all features including but not limited to light fixtures, utility meters, doors, windows, railing, signs and fencing.

### Street Façade Drawing

- ✓ All street façade drawings must be drawn on sheets no smaller than 8<sup>1</sup>/<sub>2</sub>" x 11".
- ✓ All street façade drawings must be drawn to a scale not smaller than 1" = 16' feet.
- ✓ A street façade drawing must include the street facing elevation of the subject structure along with the street facing elevations of the structure/property adjacent to the left and right.
- ✓ For subject properties located on corner lot, the structure/property adjacent to the left or right could be a structure/site on the opposite side of a street.
- ✓ When the subject structure has more than one (1) street frontage, a street façade rendering shall be prepared for each street frontage of the subject structure.

- ✓ At a minimum, a street façade drawing must show each structure's overall massing, windows, doors, chimneys, and significant front yard landscape features.
- ✓ A street façade drawing must include the existing (if applicable) and proposed height of all structures shown.
- ✓ Provide a streetscape façade rendering in the following format:



### Renderings

- ✓ All renderings must be on sheets no smaller than 8<sup>1</sup>/<sub>2</sub>" x 11".
- ✓ All renderings must be in color
- ✓ Renderings must consist of an image that provides a three-dimensional, color representation of the proposed improvements and their context (surroundings) that enables the Board to readily ascertain the objectives of the project at a glance.
- ✓ Renderings may be comprised of the following: colored elevations, perspective drawings, altered photographic images, photographs of the existing surroundings.

### Catalogue Cuts

- ✓ All applications must include catalogue cuts for exterior building materials and site features.
- ✓ Catalogue cuts must include the manufacturer's name, the product name, quantity and specifications such as but limited to pictures, brochures, pamphlets, etc. **Note:** Samples, swatches and/or paint chips may be substituted for catalogue cuts provide that the manufacturer's name and specification is included.
- ✓ All material specifications must include the color, style, dimensions and construction material.

**Note:** Any additional information requested from an applicant by the Architectural Review Board Staff to make their determination on the issuance of a Certificate of Appropriateness that an applicant feels is unnecessary may apply to the Architectural Review Board to appeal the Staff request by having the matter placed on the Architectural Review Board's agenda for their determination as to reasonableness of the Staff's request.

## HOW IS A CERTIFICATE OF APPROPRIATENESS APPLICATION PREPARED?

Applicants must assemble and submit one (1) set 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 major type applications these materials must be submitted no later than 4pm on the submission deadline in order for the initial review of submission completeness to commence which will determine whether all required materials have been submitted.) 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 application 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.
- An accepted application will be reviewed for technical completeness by Staff. Correspondence will be sent to the applicant indicating omissions, deficiencies or needed corrections to the application along with the date the required materials must be submitted for the application to be deemed complete and placed on the agenda for consideration at the next Board Meeting. Responses to the request(s) must be in writing and/or on the signed drawings for Department staff to review. If any items are not submitted by the specified return date the application will not be deemed technically complete. For major type applications, the application will not be placed on the agenda for the next Board Meeting.
- Once all items have been submitted and deemed complete, Staff shall send correspondence regarding the date of the public meeting, the application number, and the number of additional application packages needed. This correspondence also serves as the applicant's permission to post the required sign(s) at the project site. Any amendments to an application after the application has been deemed complete will not be accepted by Staff and must be presented directly to the Board which may delay the Board's ability to render a decision if the applicant requests the amendments during the hearing.
- When the Building Department determines the application type to be a minor application, the Department of Planning and Community Development Staff will conduct the application review and render a decision without the application needing to be placed on the Architectural Review Board's agenda and without being subject to their review at that time. Therefore, the applicant must follow and submit the items identified on the minor application table so that the Department of Planning and Community Development Staff can render a decision in timely fashion. The Department of Planning and Community Development will notify the applicant of the determination in writing. If the applicant does not concur with Staff's determination, the applicant may apply to the Architectural Review Board to appeal the Staff determination by having the matter placed on the Architectural Review Board's agenda for their support or reversal of the Staff's determination.

## **WHAT ARE THE SIGN REQUIREMENTS AND POSTING INSTRUCTIONS?**

For major type applications only, a sign must be posted on the site fourteen (14) days prior to the assigned hearing date to notify the public as to the improvements proposed by the applicant. All signs shall meet the following requirements:

- 1) Be at least thirty-six inches (36") wide and forty-eight inches (48") high.
- 2) Consist of sturdy and serviceable material.
- 3) Contain a white background with black letters.
- 4) Be legible, contain lettering at least one and one-half inches (1½") in height, and shall read as follows:

**IMPROVEMENTS ARE PROPOSED AT THIS SITE THAT ARE SUBJECT TO APPROVAL BY THE CITY OF MOUNT VERNON ARCHITECTURAL REVIEW BOARD TO BE HELD AT CITY HALL ON \_\_\_\_\_ AT 6:30 P.M.**

**FOR FURTHER INFORMATION, VISIT THE CITY'S WEBSITE AT [WWW.CMVNY.COM/PLANNING](http://WWW.CMVNY.COM/PLANNING) OR CONTACT THE PLANNING DEPARTMENT AT (914) 699-7230.**

- 5) Be placed in a location plainly visible from each street frontage upon which the property fronts.
- 6) Be placed no more than five feet (5') back from the property line.
- 7) Not be placed in the City's Right-of-Way.
- 8) Not be placed more than five feet (5') above ground.

Nine (9) days prior to the scheduled Architectural Review Board meeting, and by no later than 4:00 p.m., an applicant must submit a completed Affidavit of Sign Posting form including picture(s) of the sign(s) placed at the proposed project's location to Architectural Review Board Staff. All signs must be removed forty-eight (48) hours after the Architectural Review Board makes a determination on the application.

## **WHAT ARE THE BOARD MEETING ATTENDANCE REQUIREMENTS?**

The applicant or the applicant's representative must be present during all Architectural Review Board Meetings where his/her application is being considered. Applicants or their representatives that do not appear before the Board as scheduled will receive a certified letter indicating their need to appear at the next Board meeting. If the applicant does not appear at the next Board meeting, the application will be rendered null and void. In these instances, if the applicant wishes to continue with the project, a new application will have to be filed and the applicable filing fees paid.

## **WHAT ARE THE MEETING ADJOURNMENT REQUIREMENTS?**

The adjournment of any Board case must be requested in writing at least one week in advance of the meeting for which the item has been calendared, with reason(s) stated. Requested adjournments will be granted for a period of time no greater than two (2) meetings from the case's original calendar date. There shall be only one (1) adjournment per application.

## **WHAT ARE THE BOARD MEETING MATERIAL REQUIREMENTS?**

The following items must be presented to the Architectural Review Board on rigid boards the day of the meeting:

- Elevations of each side of the building and a site plan showing landscaping, paving patterns and exterior lighting. Color renderings are strongly recommended.
- Composite drawings of the facades of the two adjacent buildings on each side of the property.
- Color photographs of the property where the work is proposed and of neighboring properties to establish the architectural character of the street or neighborhood.
- Sample(s) of all exterior finish materials (three-dimensional samples) do not have to be placed on rigid boards.



## **WHAT HAPPENS AFTER THE ARCHITECTURAL REVIEW BOARD RENDERS ITS DECISION?**

After the Architectural Review Board decides to issue a Certificate of Appropriateness, the applicant or applicant's representative must submit to the Architectural Review Board Staff three (3) sets of approved drawings. **Note:** Failure to submit these requirements in a timely fashion (no later than 2 months after the Architectural Review Board's decision date) may result in a re-appearance before the Architectural Review Board. These drawings shall include all conditions and revisions approved by the Architectural Review Board. After submission of these materials, the applicant will then receive, from the Planning Department, a Certificate of Appropriateness and one (1) set of the stamped and signed approved drawings. The applicant must then follow-up with the Building Department to receive all necessary permits prior to beginning construction on the project.

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