



ARB Fee:
Recpt/Ck#:

ARCHITECTURAL REVIEW BOARD
 Application for Commercial Projects not reviewed
 by Planning Board or Zoning Board of Appeals

Application Certification

1. Name of applicant: _____

Date of application: _____

Address of applicant: _____

Telephone # (Home): _____ Business: _____

2. Address of Building to be renovated (business name, if applicable):

3. Please attach photograph of Building.

4. Description of Rehabilitation work:

5. Detailed material list:

I, _____, agree to allow the Village of Baldwinsville Code
 Enforcement Officer to inspect my property.
 (*Print name*)

Date: _____ **Signature of Property Owner:** _____

Please Print Name: _____

ARB'S CHECKLIST FOR APPLICANTS

(A copy of the Guidelines are available at the Village of Baldwinsville's' Village Hall.)

General

- (1)_____ Nine (9) copies of the completed application, with color photos of the property, must be provided, showing all facades that will be reviewed.
- (2)_____ Nine (9) copies of all prints and/or drawings of the project to be reviewed must be provided.
- (3)_____ The detailed List of Materials ***must be completed and samples of the materials and samples of paint color(s) to be used must be submitted.***
- (4) _____ **Signs:** A sketch and detailed description of the sign, including color and lighting, as well as schematic of where the sign will be placed on or near the building, must be provided.

Landscaping

- (5)_____ Accurate, detailed scale drawing of site plan showing location, number, and types and sizes of proposed plantings or other site improvements, including fences, screening, benches, and the like, must be provided.

Signs

- (6)_____ Color rendering of proposed sign, or photograph, if already existing.
- (7)_____ Material specifications; accurate and sufficient samples of each proposed color.
- (8)_____ Photograph or accurate scale drawing of building elevation showing proposed locations(s) of flushed mounted or projecting sign(s) (if a variance is granted).
- (9)_____ Photograph or accurate scale drawing of site plan showing proposed location of free-standing sign.
- (10)_____ Type & location of all lighting fixtures and bulbs that illuminate sign.

NOTE: With a completed application submittal in hand, the Architectural Review Board can more fully understand the scope of a proposed project. The completed application submittal will also help the review process go more smoothly for all parties.

Important information you will need to know

- ▶ The Architectural Review Board meets on the 1st Monday of each month at 7:00 PM.
- ▶ For applications to be considered during scheduled meetings, **all necessary paperwork must be provided not less than ten (10) days prior to the scheduled meeting.**
- ▶ The **applicant will take the responsibility** for being placed on the Architectural Review Board agenda after the steps above are complete. This can be done by contacting the Codes Enforcement Officer @ 635-2481, or the Village Clerk @ 635-3521.
- ▶ The applicant (or his/her representative) **must be present at the ARB meeting for their application to be considered at that meeting.**
- ▶ Work approved by the Architectural Review Board **must be completed within six (6) months** from the date of approval. Any work not completed in that time frame will need to be submitted again for approval.

Date Received: _____ Signature: _____
(Code Enforcement Officer)

Date Reviewed: _____ Contact ARB Chairperson: _____