

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)\_\_\_\_\_ Seven (7) copies of the completed application, with color photos of the property, must be provided, showing all facades that will be reviewed.
- (2)\_\_\_\_\_ Seven (7) 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.

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**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.

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Important information you will need to know

- ▶ The Architectural Review Board meets on the 1<sup>st</sup> 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.**
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Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Code Enforcement Officer)

Date Reviewed: \_\_\_\_\_ Contact ARB Chairperson: \_\_\_\_\_