

**VILLAGE OF TARRYTOWN**  
**ARCHITECTURAL REVIEW BOARD**  
**APPLICATION**

**IF ARB APPROVAL IS RECEIVED, APPLICANT MUST CONTACT  
THE BUILDING DEPARTMENT TO OBTAIN A BUILDING PERMIT  
PRIOR TO COMMENCEMENT OF WORK.**

**Fee:**

**\$50 application fee plus \$2.00 per \$1,000.00.**

**Amount of Fee** \_\_\_\_\_

Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Phone Number \_\_\_\_\_

Post Office Address of Property \_\_\_\_\_

Signature of record owner of property \_\_\_\_\_

Reason for application (i.e., ARB approval of addition, repair, renovation; Certificate of Appropriateness; Sign Variance)

\_\_\_\_\_

\_\_\_\_\_

Description of work to be performed:

\_\_\_\_\_

\_\_\_\_\_

The undersigned certifies that the above is a full, true and complete statement of all material facts concerning the application to ARB.

\_\_\_\_\_

To the applicant: The application form, the short form EAF (attached), affidavit of public notice requirements (attached), Section 9-8 Notice of Meetings (attached) and **eight (8) copies of the plans** related to the application must be submitted to the Building Department at least **FOUR WEEKS (28 days)** prior to the monthly meeting of ARB, which is scheduled for the third Wednesday of the month (subject to change due to Board of Trustees Work Session schedule). If said items are not submitted by the specified date, the application shall be deemed incomplete and shall not be placed on the agenda by ARB.

Revised 8/14/07

AFFIDAVIT OF PUBLIC NOTICE  
REQUIREMENTS

ARCHITECTURAL REVIEW BOARD

I hereby certify that I have read and am fully familiar with the requirements with Section 9-8 of the Code of the Village of Tarrytown and that in accordance therewith I have caused written notice to be sent by certified mail, return receipt requested, to all interested parties as directed in the Code. In addition, I have caused a sign which complies with requirements of the applicable section of the aforesaid Code to be prominently displayed on the subject property in the required manner, giving notice to the public of the pending application, the date, time and place of the public meeting. The said sign has been continually displayed on the property for a period of ten (10) days immediately preceding the public meeting date. I make this affidavit knowing that it shall be relied upon by the appropriate officials as proof of compliance with the requirements of the Code of the Village of Tarrytown.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Section 9-8. Notice of meetings; filing of affidavit.

The Village, at least seven days prior to the Architectural Review Board meeting, shall place a notice of the matters to be considered by the Board in a newspaper of general circulation and shall post in a conspicuous space notice at least 72 hours prior to the meeting.

**All applicants, at least 10 days prior to the public hearing, shall send written notice by certified mail, return receipt requested, to owners of property adjacent to the subject property (on all sides) and across the street from the subject property and to any other such person(s) as the Architectural Review Board may deem necessary, (to all owners within 100 feet of the property and to any other such persons as the applicable Board may deem necessary,) all at the expense of the applicant. Property owners entitled to notice shall be those listed as owners on the record in the Village of Tarrytown Tax Assessor's office as of the date of mailing. The written notice shall contain information equal to the notice published in the newspaper, and proof of mailing receipts must be furnished prior to the public hearing.**

**Additionally, any person making an application is further required to erect a sign facing each public street on which the property abuts, giving notice that such application has been made and that a public hearing will be held. Such signs shall be obtained from the Building Inspector. Signs are to be displayed for a period of not less than 10 days immediately preceding the hearing date or any adjourned hearing date. The sign shall not be set back more than 10 feet from any property or street line and shall not be less than two feet or more than six feet above the grade at the property line. Said sign shall be affixed to a suitable frame which will assure visibility from the street at all times.**

At the commencement of the public hearing before the Architectural Review Board, the applicant is required to file an affidavit which states that the aforementioned public notice requirements have been complied with. The affidavit shall provide the name of the applicant and the location of the property and must state the following:

That he/she has read and is fully familiar with the requirements of § 9-8 of the Code of the Village of Tarrytown and that in accordance therewith he/she has caused written notice to be sent by certified mail, return receipt requested, to all interested parties as directed in the Code and that he/she makes this affidavit knowing that it shall be relied upon by the appropriate officials as proof of compliance with the requirements of the Code of the Village of Tarrytown.

The applicable Board shall not proceed with the applicant's hearing unless the aforementioned affidavit has been filed.