



ARCHITECTURAL REVIEW BOARD FAQs AND CHECKLIST

Dear Applicant,

In the interest of a speedy, complete and one-time review of your application, please consider the following information when you prepare your presentation to the Architectural Review Board (ARB).

GENERAL INFORMATION

Village Application requirements and fee information can be found at:

<http://www.tarrytowngov.com/architectural-review-board>

Meeting date and times are the third Wednesday of each month at 8:00 p.m., unless otherwise posted, at Village Hall, One Depot Plaza, Tarrytown, NY 10591-3199 (914) 631- 1885.

CHECKLIST FOR PRESENTATION TO ARB

- ☐ Verify that your presentation matches your application or clearly state at the start of the meeting what changes were made since your application was filed.
- ☐ Verify that individual drawings and sets of drawings are 100% complete.
- ☐ All drawings must be drawn to scale and the reference scale must be clearly shown on the drawing.
- ☐ Verify that renderings accurately reflect the dimensions, materials and color of the project being submitted.
- ☐ Provide manufacturer's samples of colors and materials which are being submitted for approval.
- ☐ Provide manufacturer's name, model number, catalog number or color name to be recorded with any approval.
- ☐ Provide clear, in-focus photos of your existing site and include:
 - All elevations visible from the street
 - Adjacent buildings if necessary to support the application
 - Any material or site details that may be necessary to support your application

RESOURCES

Please note that all projects must conform to the Village Code. Any Variances will need to be submitted for approval.

The Village Code can be found at:

<http://www.tarrytowngov.com/home/pages/village-code>
<http://ecode360.com/TA1273>

Hard copies are also available at the Village Offices (One Depot Plaza).

For Architectural Review Board information refer to Chapter 9

For Historic District information refer to Chapter 191

For sign dimensions and requirements information refer to Chapter 251

FURTHER INFORMATION

Please contact: Carla Sapienza
csapienza@tarrytowngov.com

Phone: (914) 631-3668

Fax: (914) 631-1571

Thank you for your cooperation,
The Architectural Review Board

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:

\$100 application fee plus \$2.00 per \$1,000.00.

Amount of Fee _____

Date _____

Name of Applicant _____

Email _____

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 **18 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.

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO
			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO
			YES
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
b. Is the proposed action located in an archeological sensitive area?			
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

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.