

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 and 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.

The village, at least (7) 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 seventy-two (72) hours prior to the meeting.

Additionally, all applicants at least 10 days prior to the public hearing, shall send written notice by certified mail, return receipt requested, 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.

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 with Section 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.