

# **CHECK LIST FOR ARB**

PLEASE NOTE THAT 5 COPIES OF THE FOLLOWING MUST BE SUBMITTED TO THE BUILDING DEPARTMENT, WHEREUPON THEY WILL BE STAMPED IN, AND 3 SETS WILL BE RETURNED IMMEDIATELY: SITE PLAN/SURVEY, BUILDING PLANS (TO INCLUDE MATERIAL & COLOR SCHEME SCHEDULE,) LANDSCAPING PLAN, AND THE AERIAL VIEW

## **Have You Submitted the Following to the Secretary?**

- \_\_\_ Tracking Fee
- \_\_\_ ARB Filing Fee of \$100
- \_\_\_ A Separate Copy of Elevation (No larger than 11 x 17) for the file
- \_\_\_ 2 Sets of Building Plans (with materials and color scheme noted)
- \_\_\_ 2 Copies of Surveys of Site Plans, which may also be incorporated with the Building Plans, to show the footprint of the proposed project
- \_\_\_ 2 Copies of Landscaping Plans (if required), signed and sealed by a Landscape Architect
- \_\_\_ 2 Copies of Aerial Views (See NYS Interactive Mapping Gateway Sheet)

## **The Following is Required to be Brought to the ARB Meeting:**

- \_\_\_ 3 Sets of Building Plans
- \_\_\_ 3 Copies of Site Plans or Surveys
- \_\_\_ 3 Copies of Landscaping Plans (if required), signed and sealed by a Landscape Architect
- \_\_\_ 3 Copies of Aerial Views
- \_\_\_ A sample material board
- \_\_\_ A rendered elevation, perspective, or model
- \_\_\_ Photographs of all 4 elevations (front, rear & sides) of existing dwelling
- \_\_\_ Photographs of front of all adjacent property owners (see enclosed sample)

### **NOTE:**

Failure to appear with the required ARB Submission Materials will cause your application to be withdrawn from the agenda!

Under no circumstances will this project be accepted by the Building Department unless all of the above is compiled with or if special arrangements have already been made.

When the application is deemed complete, a meeting date will be assigned for you.

## Chapter 7: ARCHITECTURAL REVIEW BOARD

[HISTORY: Adopted by the Town Board of the Town of North Castle 5-10-2005 by L.L. No. 4-2005. *Editor's Note: This local law also repealed former Ch. 7, Architectural Review Board, adopted 10-30-1980 by L.L. No. 2-1980, as amended. Amendments noted where applicable.*]

### GENERAL REFERENCES

Building construction — See Ch. 73.  
Parks and public lands — See Ch. 145.  
Zoning — See Ch. 213.  
§7-1.

### § 7-1. Creation of Board; purpose.

The Town Board of the Town of North Castle hereby finds that it is in the best interests of the citizens of the Town of North Castle and protective of their health, safety and economic and general welfare to enact this chapter for the creation of an Architectural Review Board (hereinafter referred to as "ARB") empowered to ensure high standards for the visual environment of the Town of North Castle. The Town Board hereby finds that effective action by the ARB in inhibiting development deleterious to the visual environment will prevent loss of tax revenue to the Town of North Castle which it would otherwise receive and will prevent destruction of the proper balance between the taxable value of real property and the cost of Town services provided therefor. It is the intent of the Town Board to prevent excessive uniformity of exterior building design in commercial, municipal, recreational or residential structures where such uniformity shall be deemed inappropriate and detrimental to the visual environment. It is also the intent of the Town Board to prevent excessive dissimilarity of exterior building design in commercial, municipal, recreational or residential structures where such dissimilarity shall be deemed inappropriate and detrimental to the visual environment. It is the intent of the Town Board to preserve the aesthetic value of natural and man-made features and structures and to prevent the harmful effects of potentially unattractive or inappropriate projects and the use of potentially unattractive or inappropriate building materials insofar as they may affect the visual environment. The Town Board finds that it benefits the interest of public welfare to ensure high standards of quality of design for commercial, municipal, recreational and residential structures, exterior landscaping and development planning and hereby enacts this chapter to achieve the above-stated purpose.

### § 7-2. Membership and organization.

- A. The ARB shall be appointed by the Town Board of the Town of North Castle and shall consist of seven members, all of whom shall be residents of the Town of North Castle. No member of the ARB shall be an officer or employee of the Town of North Castle. The term of office shall be three years, with expirations of terms to occur according to the rotation established by former Chapter 7. Members shall serve without compensation. Vacancies shall be filled by the Town Board for unexpired terms of any members whose positions on the ARB shall become vacant.
- B. One member of the ARB shall be designated by the Town Board as Chairman of the ARB and shall serve as Chairman at the pleasure of the Town Board. A new Chairman, or reappointed Chairman, shall be designated by every new Town Board at its regular biennial reorganization meeting in the January following local elections.
- C. At least one member of the ARB shall be an architect registered in the State of New York. Insofar as is possible, the designated Chairman of the ARB shall be a registered architect in the State of New York. The other members shall be chosen for qualification and training in the fields of landscape architecture, interior or exterior design, municipal planning, municipal government, other professionally or aesthetically related disciplines or civic interest.
- D. The Town Board will designate a recording secretary of the ARB. The ARB shall keep a record of all proceedings. The record shall be typewritten. The record shall show the vote of each member on every question. If a member is absent or fails to vote upon a motion, the record shall indicate that fact. Records of proceedings shall be approved by the ARB and initialed by the Chairman of the ARB at the next regularly scheduled meeting of the ARB and shall be submitted to the Town Clerk within five business days of that approval. Thereafter, records of the ARB proceedings shall be available for public inspection.
- E. Four members of the ARB shall constitute a quorum for the transaction of business. The ARB shall operate under such rules and regulations as it may adopt insofar as they do not supersede any requirements of this chapter and insofar as they guarantee due process to any applicant. The ARB shall schedule meetings at regular intervals no less frequently than once monthly and in accordance with all provisions of the New York State Open Meetings Law, *Editor's Note: See Public Officers Law Art. 7.* with the proviso that no meeting shall be required if no cases have been placed on the agenda as

of five business days prior to the scheduled meeting start. Please note specific cutoff dates for submission of the minimum required ARB submission documents prior to the actual meeting of the ARB. Submission documents received after a specific cutoff date will be scheduled for the next following meeting of the ARB. Please also note that meeting agendas often fill up quickly. If a regularly scheduled meeting agenda is full, subsequent applicants will be accepted for appearance at the next scheduled ARB meeting. Any questions concerning matters involving the ARB should be directed to the Board Secretary.

- F. The Chairman or Acting Chairman of the ARB shall have the authority to convene special sessions of the ARB. Forty-eight hours' notice of such a meeting must be provided to all members. All ARB proceedings shall be open to the public. The public and the press shall receive notification of all planned proceedings of the ARB in accordance with the provisions of the New York State Open Meetings Law. *Editor's Note: See Public Officers Law Art. 7.*
- G. The Chairman of the ARB may appoint any member of the ARB to be Acting Chairman for any meeting which may be held during the temporary absence or temporary incapacity of the Chairman. Should the Chairman fail to make this designation, the position of Acting Chairman shall be assumed by the most senior member of the ARB in terms of service on that Board.
- H. The Building Inspector and the Engineer of the Town of North Castle shall act in an advisory capacity to the ARB and may act on the advice of the ARB, but shall not be considered members of the ARB. It shall be the responsibility of the Building Inspector to prepare the agenda for each meeting in consultation with the Chairman or Acting Chairman for the ARB. The prepared agenda shall be made available to all members of the ARB, the Town Clerk and the press, no less than five business days prior to the scheduled meeting.

### **§ 7-3. Jurisdiction and submission requirements.**

- A. Projects subject to review and approval of the ARB. The following projects which require a permit (permit types may vary) issued by the Building Department are, prior to issuance of such a permit, subject to review and approval of the ARB:
  - (1) All new residential construction projects, to include all new single- or multifamily structures, and all new residential accessory structures.
  - (2) All residential renovation or alteration construction projects that alter the exterior appearance of an existing residential or accessory structure for which the Building Inspector estimates the cost to be in excess of \$4,000.
  - (3) All new commercial, religious, municipal, institutional, public use/benefit or similar building type projects.
  - (4) All exterior alterations or renovation projects of commercial, religious, municipal, institutional, public use/benefit, or similar building type projects that alter the exterior appearance of the existing structure.
  - (5) All new or altered building-mounted or freestanding signs.
  - (6) All other projects as the Building Inspector or Planning Board or Town Board may designate.
  - (7) Please note that review and approval of the Town of North Castle Planning Board may also be required, subject to its specific review procedures.
- B. Types of review of the ARB. The ARB conducts two types of review:
  - (1) Preliminary/Conceptual review. In an effort to assist applicants with development of their project towards a solution that will meet with the approval of the ARB, the ARB will review a project while it is in the formative or planning stage(s). The ARB shall provide commentary on its impression of the project, special areas of concern that should be addressed, and may provide advice as to any other areas of the project that may require special attention or documentation. While applicants submitting a project to the ARB for preliminary/conceptual review may submit any documents they feel are appropriate, applicants are encouraged to include, at a minimum, schematic floor plan(s), preliminary building elevation(s), photographs of the site, and a site plan.
  - (2) Standard review. Standard review shall be a review before at least four attending members of the ARB where it will act on the project application. After its standard review, the ARB shall conduct a vote of the attending members, the result of which will be to either: approve the project, with or without conditions; disapprove the project, stating the reason(s) for disapproval; reserve a final decision on the project, subject to requiring the applicant to submit additional documentation, or to make revisions to the project for resubmission and reconsideration at a future meeting of the ARB. To secure an approval of the ARB, a minimum of four attending members must vote in support or in favor of the project. Determinations of the ARB shall be advisory to the

Planning Board on any matter for which the Planning Board has site plan approval authority.

- C. ARB submission procedures. The following are the submission procedures necessary to submit a project to the ARB:
- (1) Submit a Building Department application, architectural construction documents and application fees to the Building Department in accordance with its requirements.
  - (2) Submit all or at least the minimum required ARB submission documents (described in Subsection E below) to the Building Department as described below by the applicable ARB meeting cutoff date for the meeting the applicant desires to attend.
  - (3) Attend the scheduled ARB meeting. The applicant must bring and present all other required ARB submission documents to the ARB meeting. The applicant is encouraged to have both the applicant/owner and architect/design team appear to present the project to the ARB.
- D. Required ARB submission documents, by project type. The following constitute the required ARB submission documents which are required for submission to the ARB for its standard review for each specific type of project. Refer also to Subsection E, Detailed submission element requirements, of this document for specific requirements pertaining to each submission element.
- (1) New residential projects: single-family structures and/or new accessory buildings:
    - (a) 5 Sets of architectural construction documents.
    - (b) Site plan.
    - (c) Landscape plan.
    - (d) Photographs of adjacent properties (see samples).
    - (e) Perspective drawing/model.
    - (f) Materials samples.
  - (2) New residential projects: multifamily structures:
    - (a) All of the submission documents noted in Subsection D(1) above.
    - (b) Additional documents as determined by the Building Department and ARB, which may include:
      - [1] Landscaping plans for both the overall site and individual building lots.
      - [2] Additional perspective drawings of both the site and each building type or design alternative.
  - (3) Residential alteration projects: under 600 square feet in expansion/ground footprint area (Note: 600 square feet pertains to any new building construction, excluding decks or patios, that will cover previously exposed grade or earth.):
    - (a) Five sets of architectural construction documents.
    - (b) Site plan.
    - (c) Photographs of all 4 elevations on existing dwelling and front of all adjacent properties (see sample).
    - (d) Materials samples.
  - (4) Residential alteration projects: 600 square feet and over in expansion/ground footprint area (Note: 600 square feet pertains to any new building construction, excluding decks or patios, that will cover previously exposed grade or earth.):
    - (a) Five sets of architectural construction documents.
    - (b) Site plan.
    - (c) Landscape plan.
    - (d) Photographs of all 4 elevations on existing dwelling and front of all adjacent properties (see sample).
    - (e) Perspective drawing/model.
    - (f) Materials samples.

- (5) New commercial, religious, municipal, institutional, public use/benefit or similar building type projects:
  - (a) All of the submission documents noted in Subsection D(1) above.
- (6) Commercial, religious, municipal, institutional, public use/benefit or similar type of alteration or renovation projects that alter the exterior appearance of the building:
  - (a) All of the submission documents noted in Subsection D(1) above.
- (7) All new or altered building-mounted or freestanding signs:
  - (a) Five sets of signage construction documents.
  - (b) Site plan.
  - (c) Photographs.
  - (d) Signage materials samples.
- (8) An application fee of \$100 is required.

E. Detailed submission element requirements. Noted below is detailed information pertaining to submission requirements for each element of the required ARB submission documents that are to be submitted to the ARB: (Applicants please note: The Building Department application, the architectural construction documents [Subsection E(1)] and the site plan [Subsection E(2)] constitute the minimum required ARB submission documents which must be submitted to the Building Department by the published cutoff date for a specific meeting of the ARB. The applicant must bring all other required ARB submission documents to the ARB meeting for presentation to the ARB. Inadequate, incomplete or missing documents, or failure to bring the required ARB submission documents to the ARB meeting, will result in the project not being reviewed by the ARB at that meeting.)

(1) Architectural construction documents.

- (a) Architectural construction documents are to show all floor plans, building elevations, sections, details, etc.
- (b) Floor plans shall be provided for each floor level, prepared at a scale no smaller than 1/4 inch equals one foot, zero inches, suitably dimensioned, showing all building elements, walls, doors, windows, etc.
- (c) Building elevations shall be provided for each building exposure, prepared at a scale no smaller than 1/4 inch equals one foot, zero inches, suitably dimensioned, showing all appropriate details, walls, windows, doors, and finished grade lines.
- (d) Elevations shall also indicate line of average grade and shall be dimensioned to indicate building heights in accordance with the Zoning Ordinance *Editor's Note: See Ch. 213, Zoning, for:*
  - [1] Maximum height of building: indicate maximum height of building from actual finished grade.
  - [2] Average height of building: indicate average height of building, as defined in the Zoning Ordinance.
- (e) Architectural construction documents shall include a completed exterior schedule of materials (see Attachment A *Editor's Note: Attachment A is on file in the Town offices.*) which shall appear on at least one drawing sheet illustrating a building elevation.
- (f) Architectural construction documents shall be prepared by and bear the seal and signature of a licensed and registered New York State architect or New York State professional engineer.

(2) Site plan.

- (a) The site plan shall be prepared at a scale no smaller than one inch equals 30 feet and shall show all property lines, building/zoning setback lines, extent of wetlands and associated buffer areas, topography in one-foot or two-foot increments, suitably dimensioned.
- (b) The site plan shall depict the location of all structure(s) on the project site, including "existing to remain" and new structures; and all impervious surfaces, drives and walkways, other paved or gravel areas, pools, tennis courts, utilities, sanitary septic disposal system and related fields, major site features, etc.
- (c) For addition projects, area of the new addition shall be crosshatched or otherwise highlighted to distinguish the addition from the extent of the existing structure.
- (d) For projects where the existing structure(s) or portion of the existing structure(s) is intended to be

removed or demolished, the perimeter of the existing structure(s) shall be noted on the site plan with a heavy dotted line, noted as "Line of Existing Structure(s)."

- (e) The site plan shall indicate the location of all structures located on adjoining properties and within 400 feet of the subject project's property line.

(3) Landscape plan.

- (a) The landscape plan shall be prepared at a scale no smaller than one inch equals 30 feet and shall show the extent of all existing significant trees, bushes, ground cover and other plant growth, and other significant site features, rock outcroppings, etc., as well as all extent of impervious surfaces, drives, walkways, other paved or gravel areas, pools, tennis courts, retaining and/or stone walls, and above-grade utilities, etc.
- (b) The landscape plan shall indicate proposed new landscaping design, hardscape and walkway materials and existing and new plantings; include a schedule of plantings to indicate both Latin and common names of proposed plantings, quantities, size/caliper/pot size, etc.
- (c) The landscape plan shall indicate the extent of clearing of existing trees and preservation of existing trees to remain, as defined elsewhere in the Town Code.
- (d) The landscape plan shall be prepared by and bear the seal and signature of a licensed and registered New York State landscape architect.

(4) Photographs:

- (a) Provide color photographs of the properties and structures immediately opposite of the applicant's front yard property line, and other properties and structures immediately adjoining or abutting the applicant's property.

(5) Perspective drawing/model:

- (a) Provide a black-and-white/line perspective drawing of the proposed building from a point of view which effectively illustrates the building massing, relationship to the site and overall composition, context and form of the building.
- (b) Requirement for submission of a perspective drawing is intended to show a true perspective construction; "one-point" elevation perspectives are not acceptable.
- (c) In lieu of a perspective drawing, a scale model of the building/site may also be submitted.

(6) Materials samples:

- (a) Provide samples of principal materials to be used in the building exterior, to include samples of siding, paint/stain colors, roof materials, window trim colors and, if possible, materials for any special foundation treatments.
- (b) For signage applications, including samples of all principal signage materials, lettering, supporting posts, metal tubing, etc.; if illuminated, provide details concerning method and style of lighting fixtures, type/color (sodium, mercury, metal-halide, incandescent, etc.) of lamps, etc.

F. Other information. While legally permissible under the New York State Education Law, construction documents submitted for review by the ARB may bear the seal and signature of a licensed and registered New York State professional engineer. However, owing to the importance of the principles of building design, aesthetics, use of materials and color, and the significant training and study afforded to such principles as a part of their formal education and licensure, it is strongly suggested that applicants retain and utilize the services of a licensed and registered New York State architect in the development of their project and creation of the required ARB submission documents.

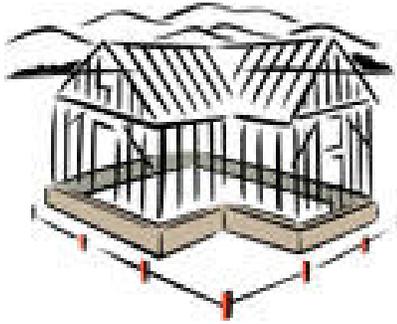
#### **§ 7-4. Appeals.**

Any person aggrieved by an action of the ARB may take an appeal therefrom to the Zoning Board of Appeals of the Town of North Castle in the same manner as is provided for in the case of appeals regarding zoning requirements. The Zoning Board of Appeals, after proceeding in the same manner as is provided for other appeals before it and with the same power and authority now vested in it under the provisions of law, may affirm, modify or reverse an appealed action of the ARB.

# SAMPLE STREETSCAPE PHOTOGRAPHS



(ADJACENT PROPERTY)



(YOUR PROPOSED PROJECT)



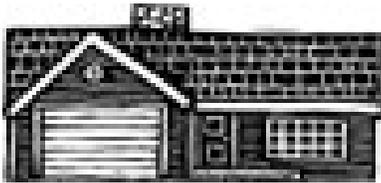
(ADJACENT PROPERTY)

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## YOUR STREET

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(ACROSS THE STREET FROM YOUR PROPOSED PROJECT)



**\*PLEASE INCLUDE PHOTOGRAPHS OF HOMES ON BOTH SIDES OF THE STREET, FOR NEW HOMES, AS WELL AS ADDITIONS\***

Scope of Work:	Project:		Prepared By:
Scale: ¼ = 1' - 0"	Section:		
	Block:		
	Lot:		

**SCHEDULE FOR PROPOSED BUILDING MATERIALS  
AND COLOR SCHEME**

# SAMPLE

# SCHEDULE

	<u>Name</u>	<u>Type</u>	<u>Color</u>
<b>Siding</b>	Rabobrick	Colonial	Brick Red
<b>Windows</b>	Huro	Doublehung	White
<b>Trim</b>		Wood	White
<b>Ext. Door</b>	Therma-T	Classic Fiber	Wood Stain
<b>Roofing</b>	Liquigas	Timberline	Charcoal Blend
<b>Stone/Brick</b>		Common Slate	Orey Red

**Other**



**Style** Colonial

**Sq. Footage**

4,000 Living Area  
5,200 Total

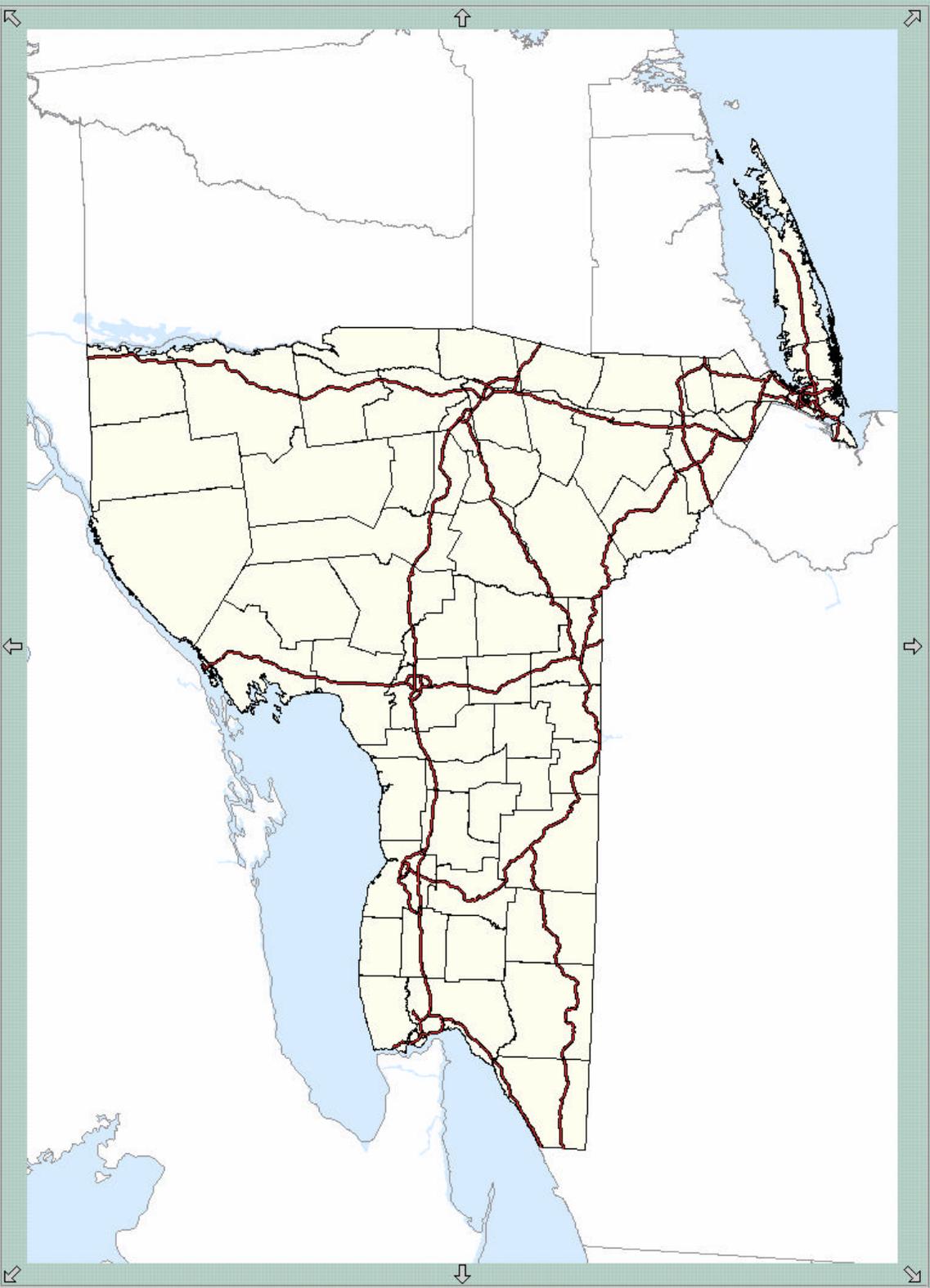
**TO BE PLACED  
ON ELEVATION  
DRAWINGS**

# SAMPLE ZONING BREAKDOWN

<i>Zoning Data – Breakdown</i>					
Tax Map Designation:		Sheet 17A	Block 120	Lot 29	Parcel
Zoning District: R7.5		Single-Family Residence District			
		Minimum Requirements	Existing	Proposed	Variance Requested
Lot Area	s.f.	7,500	8,400		
Width	ft.	75	76		
Front Yard	ft.	20	24.6	15.4	1.6
1 Side Yard	ft.	10	6.1	7.4	2.6
Both Side Yards	ft.	22	13.5	13.5	8.5
Rear Yard	ft.	26	+/- 60		
Accessory Bldg. to Principal Bldg.	ft.	N/A	N/A		
Accessory Bldg. to Side Yard/ Rear Yard	ft.	N/A	N/A		
Parking	cars	2	2	2	
		Maximum Permitted			
Principal Bldg. Coverage	%	24	12	13	
Accessory Bldg. Coverage	%	N/A	N/A		
Total Bldg. Coverage	%	30	12	13	
Height	ft./sty	25/2.5	21/1.5	21/2.0	

\*Variance required as indicated in section 305-19C.(3) (K) for encroachment in front yard and being less than 5 feet form side lot line.

# New York State Interactive Mapping Gateway



**Tools**

- Home
- Search
- Info
- Print
- Layers
- Help
- Home
- Search
- Info
- Print
- Layers
- Help

**Map Layers**

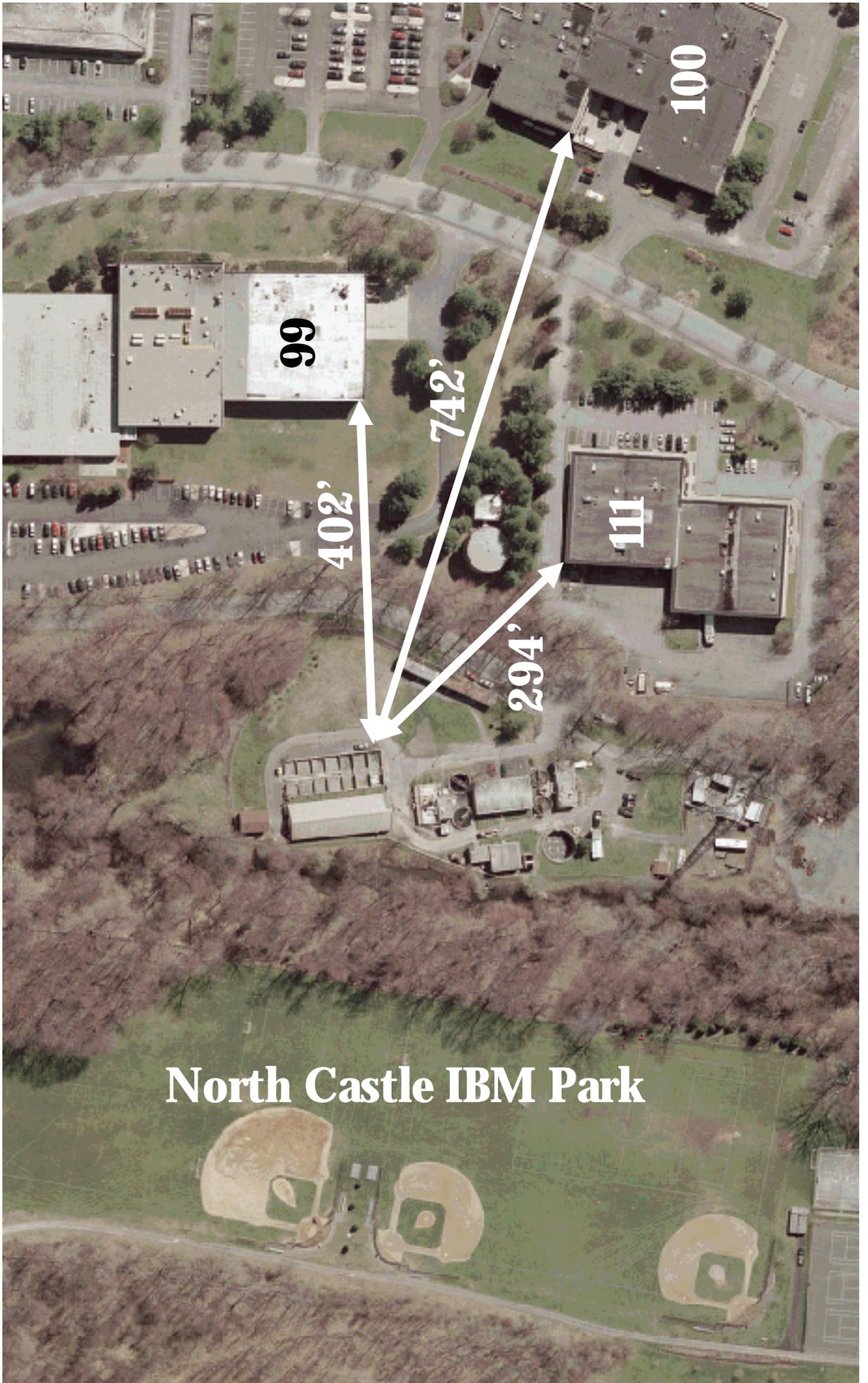
- Administrative
- County Boundaries
- Transportation
- Interstate & Major
- Highways

**Overview**

The overview map shows the entire state of New York with county boundaries highlighted in blue. It provides a small-scale view of the state's geography.

Miles Across Map  Zoom  Lat/Long

# ADJOINING PROPERTIES SAMPLE



**APPLICATION FOR BUILDING PERMIT  
TOWN OF NORTH CASTLE BUILDING DEPARTMENT  
17 BEDFORD ROAD ARMONK, NY 10504 PHONE # (914) 273-8625**

PERMIT FEE: \$ \_\_\_\_\_

ARB FEE: \$ \_\_\_\_\_

C. O. FEE: \$ \_\_\_\_\_

APPLICATION FEE: \$ \_\_\_\_\_

TOTAL FEE: \$ \_\_\_\_\_

TRACKING #: \_\_\_\_\_

PERMIT # \_\_\_\_\_ Date Issued: \_\_\_/\_\_\_/\_\_\_ APPLICATION DATE: \_\_\_/\_\_\_/\_\_\_

**PROPERTY LOCATION:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ Zoning District: \_\_\_\_\_

Setbacks *Shown*: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Setbacks *Required*: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_



Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Architect: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Builder: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Plumber: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Electrician: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Lessee: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Do you have any intention of tearing down a house to build a new house within the next SIX (6) months?  
 Yes  No

Do you have any intention to expand a house over 1500 square feet within the next SIX (6) months?  
 Yes  No

If the Planning Board has granted you approval previously, on what dates were you approved? (List Below)

ESTIMATED CONSTRUCTION VALUE: \$ \_\_\_\_\_

DESCRIPTION OF WORK, CONSTRUCTION TYPE, AND USE AS PER NYS CODE:

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION FOR:**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> New Residence  | <input type="checkbox"/> Residential         | <input type="checkbox"/> Industrial  |   |
| <input type="checkbox"/> New Commercial   | <input type="checkbox"/> Commercial          | <input type="checkbox"/> Other   |   |
| <input type="checkbox"/> 1-Family   | <input type="checkbox"/> Addition/Alteration | <input type="checkbox"/> Excavation  | <input type="checkbox"/> Pool           |
| <input type="checkbox"/> 2-Family   | <input type="checkbox"/> Accessory Building  | <input type="checkbox"/> Fence - (Lin. Ft. _____)                                  | <input type="checkbox"/> Roof           |
| <input type="checkbox"/> Multi-Family   | <input type="checkbox"/> Accessory Apartment | <input type="checkbox"/> Finished Basement   | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Deck                | <input type="checkbox"/> Legalization  | <input type="checkbox"/> Shed           |
| <input type="checkbox"/> Alteration (Int./Ext.)<br><small>Circle Choice</small> | <input type="checkbox"/> Demolition          | <input type="checkbox"/> Oil Tank (Remove/Install)<br><small>Circle Choice</small> | <input type="checkbox"/> Tree           |

- SQ. FT. NEW BASEMENT/CELLAR
- SQ. FT. NEW FIRST (1<sup>ST</sup>) FLOOR
- SQ. FT. NEW SECOND (2<sup>ND</sup>) FLOOR
- SQ. FT. NEW THIRD (3<sup>RD</sup>) FLOOR
- TOTAL SQ. FT. OF ALL *NEW* CONSTRUCTION
- SQ. FT. OF LIVING SPACE AS PER NYS CODE
- NUMBER OF **BEDROOMS** TO BE CONSTRUCTED, ADDED, RENOVATED OR ALTERED
- NUMBER OF **BATHROOMS** TO BE CONSTRUCTED, ADDED, RENOVATED OR ALTERED
- ELECTRICAL WORK IS INVOLVED IN THIS PROJECT
- PLUMBING WORK IS INVOLVED IN THIS PROJECT
- HVAC WORK IS INVOLVED IN THIS PROJECT

YOU MUST SHOW ON THIS APPLICATION THE NUMBER OF BOARD OF HEALTH APPROVED BEDROOMS FOR THIS LOCATION: \_\_\_\_\_

IT IS UNDERSTOOD AND AGREED THAT ANY PERMIT ISSUED PURSUANT HEREIN IS ON THE EXPRESS CONDITION THAT ALL PROVISIONS OF THE NEW YORK STATE FIRE PREVENTION AND BUILDING CODES AND ALL ZONING ORDINANCES OF THE TOWN OF NORTH CASTLE AND ANY AND ALL AMENDMENTS THERETO SHALL APPLY AND BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. NO CHANGES TO PLANS OR CONSTRUCTION SHALL BE MADE WITHOUT PRIOR APPROVAL OF THE BUILDING INSPECTOR AND LICENSED PROFESSIONALS.

PRINT OWNER / APPLICANT NAME: \_\_\_\_\_

OWNER / APPLICANT SIGNATURE: \_\_\_\_\_

# TOWN OF NORTH CASTLE



WESTCHESTER COUNTY  
17 Bedford Road  
Armonk, New York 10504-1898

**Richard C. Fon**  
Building Inspector

Telephone (914) 273-8625

Date: \_\_\_\_\_

## RE: VERIFICATION OF REVIEW OF ARCHITECTURAL REVIEW BOARD SUBMISSION PACKET

I, \_\_\_\_\_, have completely and thoroughly read through the ARB Submission Packet. PLEASE PRINT NAME HERE As a result, I understand and am familiar with what was submitted to the ARB Secretary, as well as prepared to bring *ALL* of the required materials to the ARB Meeting I have been assigned to. I am aware that these submission materials are explicitly stated in the ARB Submission Packet, and in Section 7.3(4) of the Town Code, which is included within the submission packet. In addition, I agree to arrive at my assigned ARB Meeting date, time, and location, with all required materials, an understanding of how the meeting will progress, as well as arriving on time.

I am also aware that the ARB Agenda is posted on the North Castle Website, and the posted agenda informs me of the date and time of my meeting, as well as what position I will be presenting in, during the meeting. Additionally, I am fully aware that the failure to appear with the required ARB Submission Materials will result in my application's withdrawal from the agenda.

By signing this document below, I understand that I will be held personally accountable for all of the aforementioned items, as well as those omitted in this letter, but contained within the ARB Submission Packet.

Signed,

\_\_\_\_\_  
PLEASE SIGN NAME HERE