

## A.R.B. APPLICATION INSTRUCTION SHEET

PROJECT NAME \_\_\_\_\_  
SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**SUBMIT THE FOLLOWING APPLICATION BY THE SECOND WEDNESDAY OF THE MONTH YOU ARE REQUESTING TO BE PLACED ON THE AGENDA.**

1. Six (6) copies of the application.
2. Six (6) sets of final architectural plans for the exterior of the buildings showing all color and materials to be used. Sample board of all materials, colors and name of manufacturer of said materials. Architectural plans shall be at a scale of 1/8 inch = 1' - 0" for large structures over 100' in a major dimension; or 1/4 inch = 1' - 0" for smaller structures; they shall be prepared and certified/sealed by an Architect or Engineer registered in the State of New York
  - a. Plans and dimensions of all levels
  - b. All exterior elevations, cross and long sections as required
  - c. Materials to be used on all exterior surfaces
3. Six (6) copies of most recent site plan before the Planning Board, including lighting and landscaping plans. Landscaping plans shall be certified/sealed copies as required, and include detailed drawings indicating plantings, etc., that will constitute a visual and/or noise buffer between applicants' and adjoining properties. Show location of planting materials; species, maximum spread, maximum height, bed materials, etc. Also, indicate all existing vegetation to be retained. Show cross section of landscaping with grades and berms. Lighting plans shall include detailed drawings indicating location, size type, coverage direction, exterior luminaries, lighting fixtures or other form of illumination.
4. Photographs or diagrammatic sketches of project.

### **SIGNS**

For sign installation or replacement of sign a separate SIGN APPLICATION must be completed. This application can be obtained from Architectural Review Board Clerk.