

VILLAGE/TOWN OF MOUNT KISCO

104 Main Street
Mount Kisco, NY 10549

ARCHITECTURAL REVIEW BOARD APPLICATION INSTRUCTIONS

The Architectural Review Board (ARB) of Mount Kisco meets on the fourth (4th) Wednesday of every month at 7:30 pm in Village Hall (unless otherwise announced). Dates may be changed to avoid conflict with specific holidays. There is no meeting in August.

The completed application, including the property owner's approval signature (**must be notarized**) along with seven (7) sets of the required drawings must be submitted to the Building Department **no later than 15 days** prior to a scheduled meeting in order to be placed on that meeting agenda.

All applications to construct new buildings, expand, or otherwise alter the exterior of existing buildings shall be accompanied by a complete set of elevations and plot plans in the quantity specified (7 sets).

All applications to alter only the **street facade** of a single-family residence shall be accompanied by a complete set of elevations showing how the proposed alteration blends into the existing architecture and a site plan in the quantity specified (7 sets).

All drawings/dimensions must be accurate, complete, drawn to scale and clearly labeled. Materials must include manufacturer's name, product number, color name, number specifications. Please provide samples, swatches, paint chips etc. whenever possible.

Color photographs of the property (buildings, if existing); full views of at least two adjacent properties (and their buildings) on each side of the proposed project and properties across the street should be provided with the application.

The Architectural Review Board may dismiss any application it deems incomplete and/or lacking in pertinent information. The Architectural Review Board retains the right of progress review through the completion of the project.

Application Fees:

- Sign Applications **\$100.00**
 - Sign Permit (per sign – after ARB Approval) **\$ 25.00**
- Residential Minor Additions/Alterations (projects under \$5000) **\$ 25.00**
- Residential Major Additions/Alterations (projects over \$5000) **\$100.00**
- Residential New Construction **\$150.00**
- Commercial Additions/Alterations **\$200.00**
- Commercial New Construction **\$250.00**