



TOWN OF MOUNT PLEASANT SIGNS, NEW CONSTRUCTION & RENOVATION APPLICATION INSTRUCTIONS



The Town of Mount Pleasant Architectural Review Board meetings are held once a month, on the third Thursday at 8:00 PM in the Court Room at the Town Hall, One Town Hall Plaza, Valhalla, NY.

The submission deadline is 10 days prior to the Architectural Review Board meeting. New applications that have been deemed complete will be placed on the agenda in the order they are received.

Submission Requirements:

At least 10 days prior to the Architectural Review Board meeting, the application shall be submitted to the Planning Board Secretary as follows:

8 collated sets of the application package that includes all submitted materials.

The application package shall include:

- Complete dimensions & square footage of sign & lettering must be indicated and colors noted and total linear footage of building frontage must be indicated.
- Color samples of lettering & background must be presented at the meeting.
- A copy of the survey/site plan, if free-standing sign show exactly where the sign is to be located on the property with dimensions from the building and right-of-way.
- Free-standing signs may need Zoning Board approval before being submitted to the Architectural Review Board.
- Details of constructions of sign must be submitted, including framing and method of fastening to building. If lighting is to be used, indicate type of lighting and wattage.
- Photographs are required of building and area on both sides of building.
- For new construction & renovations, elevation drawings & landscaping plan (samples of exterior building materials must be submitted at the meeting). Lighting details & types of fixtures and details of parking area i.e. curbs, bumpers, plantings.
- The application fee of **\$40.00**.
Make checks payable to the *Town of Mount Pleasant*.
- A building permit fee, determined by the cost of installation/construction by the Building Department.
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Applications determined to be incomplete with respect to the Town of Mount Pleasant Sign Ordinance per Sec. 176, will **not** be placed on the Architectural Review Board agenda. No application will be considered for approval without first being certified as complete.



TOWN OF MOUNT PLEASANT SIGNS, NEW CONSTRUCTION & RENOVATIONS APPLICATION



ADVISORY BOARD ON ARCHITECTURE & COMMUNITY APPEARANCE

ARCHITECTURAL REVIEW BOARD ONLY			
Application #	Date Submitted:	Fee Paid:	ACTION OF BOARD: Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>
SITE IDENTIFICATION INFORMATION			
Application Name:			
Site Address: No. Street: Hamlet:			
Property Location: (Identify landmarks, distance from intersections, etc.)			
Town of Mt Pleasant Tax Map Designation: Section Block Lot(s)			Zoning Designation of Site:
APPLICANT/OWNER INFORMATION			
Property Owner:		Phone #: Fax#:	Email:
Owners Address: No. Street: Town: State: Zip:			
Applicant (If different than owner):		Phone #: Fax#:	Email:
Applicant Address (If different than owner): No. Street: Town: State: Zip:			
Individual/ Firm Responsible for Preparing Site Plan:		Phone #: Fax#:	Email:
Address: No. Street: Town: State: Zip:			
Other Representatives:		Phone #: Fax#:	Email:
Other Representatives Address: No. Street: Town: State: Zip:			
PROJECT DESCRIPTION			
Describe the project, proposed use and operation thereof:			
Linear Ft of Building Frontage: _____		Square Ft of Signage _____	
PROJECT INFORMATION			
Does project require Zoning Board Approval? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Does project require Planning Board Approval? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
APPLICANTS ACKNOWLEDGEMENT			
I hereby depose and certify that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.			
_____ Applicants Name (Print)		_____ Applicants Signature	
_____ Owners Name (Print)		_____ Owners Signature	
Sworn before me this _____ day of _____ 20____			
_____ Notary Public			