



ARCHITECTURAL REVIEW BOARD

Application for signs,

Commercial construction and renovations

Application #	Date Submitted	Fee:	Action _____ Approved
Application Name			Of _____ Denied
			Board _____ Approved
			w/ Conditions
Site Address no.	Street	Hamlet	
Section	Block	Lot (s)	Zone
Property Owner	Phone #		
	Fax #		Email
Owner's Address			
Applicant Name	Phone #		
	Fax #		Email
Applicant Address			
Firm responsible for preparation of Site plan	Phone #		
	Fax #		Email
Other Representatives:	Phone #		
Representatives:	Fax #		Email
Address			

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:

Applicant's Name (Print)

Applicant's Signature

Property Owner's Name (Print)

Property Owner's Signature

Sworn before me this _____ day of _____, 20__

Notary Public

Description of Project: _____

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New Sign - Yes ___ No ___ Existing sign replacement - Yes ___ No ___ Quantity ___

Quantity ___ Same Location - Yes ___ No ___
Same Size - Yes ___ No ___

Location - On Building ___ Free Standing ___ (ZBA Approval Required)

Pantone Color
Codes Proposed - _____

Linear Footage of Building Frontage _____ Square Footage of Sign _____ SF

New Lighting - NO ___ YES ___ Lighting Hours - _____

Lighting Locations _____

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New Building - No ___ Yes ___ (Planning Board Approval Required)

Renovation to Existing Building - No ___ Yes ___ (Planning Board Approval May Be Required)

New Lighting - No ___ YES ___ Lighting Hours _____

Lighting Locations _____

Pantone Color
Codes Proposed - _____

Additional Information : _____



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 14 days prior to the Architectural Review Board meeting.

Submission Requirements:

At least 14 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. The application shall be submitted to the Planning Board Secretary as follows:

8 collated sets of the application package that includes the following materials.

- ARB Application
- The application fee of **\$40.00** (Make checks payable to the Town of Mount Pleasant)
- Complete dimensions of sign & lettering must be indicated and colors noted and total linear footage 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/s/ 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 construction of sign must be submitted, including framing and method of fastening to building. If lightning 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) i.e. block, brick roof shingles, exterior plywood and color samples of trim. Lighting details & types of fixtures and details of parking area i.e. curbs, bumpers, plantings, photographs are required

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.