

City of Mount Vernon Architectural Review Board Application Submission Materials / Requirements Table



The following table serves as a guide to ensure that the necessary plans, drawings, and supplemental materials are provided as part of a Certificate of Appropriateness application. The items listed are the minimum necessary for an application to be filed. Applicants are free to include additional information to support the application. (X=Item required to be submitted)

MAJOR APPLICATIONS	<i>Type of Improvements Proposed</i>								
	Required Materials	New Structure	Adding to an Existing Structure	New Façade	New Deck or Porch	New Roof	New Garage or Carport	New Freestanding Wall or Retaining Wall	New Minor Accessory Structure (over 65 Square. Feet)
Certificate of Appropriateness Application Form- Completed and signed	X	X	X	X	X	X	X	X	X
Plan Examiner's Report- Issued by the Building Department	X	X	X	X	X	X	X	X	X
Information / Violation Search Form - Issued by the Building Department	X	X	X	X			X		
Certificate(s) of Occupancy- Issued by the Building Department	X	X	X	X			X		
Environmental Assessment Form (EAF) - Completed and signed	X	X	X	X			X		
Past Resolutions- Past Zoning Board Findings of Fact, Planning Board Resolutions, ARB or City Council Resolutions	X	X	X	X	X	X	X	X	X
Current Resolutions- Current Zoning Board Findings of Fact, Planning Board Resolutions, ARB or City Council Resolutions	X	X	X	X	X	X	X	X	X
Color Photographs- Color photographs indicating the site of proposed improvements	X	X	X	X	X	X	X	X	X
Survey - Signed and sealed survey or plot plan	X	X			X		X		X
Modified Survey – Proposed improvements or change in the location of a fence, retaining wall, or other structure shown on a copy of a survey or plot plan				X				X	
Site Plan- Signed and sealed site plan	X	X			X		X		
Floor Plans- Signed and sealed floor plans showing all floors of the structure	X	X			X		X		
Elevations- Signed and sealed building elevations showing all sides of the structure	X	X	X	X	X		X	X	X
Street Façade Drawing – The front / street elevation of structure / site being improved along with the elevation of the building(s) adjacent on each side of the property	X	X	X	X	X				
Rendering – An image providing a three-dimensional, color representation of the proposed improvements and their surroundings that enables the Board to readily ascertain the objectives of the project at a glance.	X	X	X	X	X		X		X
Catalogue Cuts- Catalogue cuts of materials & fixtures indicating color, material, style, and finish	X	X	X	X	X	X	X	X	X

See Page 2 and 3 for minor application requirements

Note: All Major Applications must be approved by the Architectural Review Board

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Architectural Review Board
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MINOR APPLICATIONS	<i>Type of Improvements Proposed</i>									
	Required Materials	Modified Facade	Modified Deck or Porch (Except Enclosures)	Modified Roof	New or Modified Fencing	Modified Freestanding Wall or Retaining Wall	New or Modified Staircases	New or Modified Railings	New or Modified Ramp	New Minor Accessory Structure (under 65 Square Feet)
Certificate of Appropriateness Application Form- Completed and signed	X	X	X	X	X	X	X	X	X	X
Plan Examiner's Report- Issued by the Building Department	X	X	X	X	X	X	X	X	X	X
Information / Violation Search Form - Issued by the Building Department		X								X
Certificate(s) of Occupancy- Issued by the Building Department		X								X
Environmental Assessment Form (EAF) - Completed and signed		X								X
Past Resolutions- Past Zoning Board Findings of Fact, Planning Board Resolutions, ARB or City Council Resolutions	X	X	X	X	X	X	X	X	X	X
Current Resolutions- Current Zoning Board Findings of Fact, Planning Board Resolutions, ARB or City Council Resolutions	X	X	X	X	X	X	X	X	X	X
Color Photographs- Color photographs indicating the site of proposed improvements	X	X	X	X	X	X	X	X	X	X
Survey - Signed and sealed survey or plot plan		X								
Modified Survey – Proposed improvements or change in the location of a fence, retaining wall, or other structure shown on a copy of a survey or plot plan			X	X	X	X	X	X	X	X
Site Plan- Signed and sealed site plan		X		X	X					
Floor Plans- Signed and sealed floor plans showing all floors of the structure										X
Elevations- Signed and sealed building elevations showing all sides of the structure	X									X
Catalogue Cuts- Catalogue cuts of materials & fixtures indicating color, material, style, and finish	X	X	X	X	X	X	X	X	X	X

See Page 3 for major application requirements

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MINOR APPLICATIONS	<i>Type of Improvements Proposed</i>	
Required Materials	Solar Panels	
Certificate of Appropriateness Application Form - Completed and signed	X	
Plan Examiner's Report - Issued by the Building Department. Must indicate NYS Building Code Compliance	X	
Past Resolutions - Past Zoning Board Findings of Fact, Planning Board Resolutions, ARB or City Council Resolutions	X	
Current Resolutions - Current Zoning Board Findings of Fact, Planning Board Resolutions, ARB or City Council Resolutions	X	
Color Photographs - Color photographs indicating the site of proposed improvements	X	
Elevations - Signed and sealed building elevations showing all sides of the structure	X	
Catalogue Cuts - Catalogue Cuts of materials & fixtures indicating color, material, style, and finish	X	
Owner present at meeting (when scheduled before Full Board)	X	
Statement that No Trees are being removed as part of application	X	
Solar Panel Layout	X	
Solar Panel Specification	X	
Owner must sign application	X	
Aerial existing structure	X	
Aerial with superimposed solar panels	X	
Picture of the existing front elevation	X	
Picture of the front elevation with the solar panels superimposed	X	
Survey or letter	X	
Site Plan		
Letter of Authorization	X	
Pictures of surrounding homes	X	
Aerial close up with the solar panels superimposed	X	