

**HASTINGS-ON-HUDSON  
ARCHITECTURAL REVIEW BOARD  
APPLICATION AND CHECKLIST**



The ARB normally meets on the 1<sup>st</sup> Monday of every month at 8:00 P.M. Please complete and submit this application along with the appropriate fee, as per the Building Department fee schedule, and all the required supporting material -- three (3) copies for residential projects or eight (8) copies for commercial projects, plus a flash drive that contains the entire submission, including the application -- to the Building Department, no later than two weeks before the date of the meeting.

Applicant's Name:		Date:
Tel.	Fax:	E-mail:
Property Owner's Name:		Property Address:
Brief Project Description:		

√ **Check off completed items:**

The following items are required with every application:		
1	<b>DRAWINGS:</b>	
	Elevations and/or photographs with dimensions that show how the proposed elements relate to each other and to the building façade, and to adjacent facades. Identify proposed materials and colors, windows, doors, and light fixtures, if applicable. Provide details of all structures such as awnings and canopies, if applicable.	
2	<b>PHOTOS:</b>	
	Photographs of the property/building.	
	Photographs of architectural details, existing lighting, etc.	
	Photographs (full views) of all adjacent properties.	
3	<b>SAMPLES</b> of all materials related to the project. For example:	
	Awning fabric	Lighting cut sheets
	Paint chips	Siding samples
	Window and door cut sheets	Brick and stucco samples
	Other	Other
The following additional items may be required by the Building Inspector or the ARB.		
4	<b>ARCHITECTURAL PLANS:</b>	
	Including layouts at the street wall, and sidewalks, curbs, and street amenities, if applicable.	
	Wall sections and architectural details	
	Equipment (including roof equipment, A/C, refuse containers, etc.) if applicable	

**APPLICANT MUST ATTEND ARB MEETING.**

Please feel free to provide any brochures, models, photographs, renderings or other visual aids, or any additional information that might clarify your proposed project and assist in your presentation. No changes to the form, design, color, or materials of a project will be permitted after the Architectural Review Board has approved it.

\_\_\_\_\_  
Applicant Signature/Date