

ARCHITECTURAL APPEARANCE REVIEW BOARD
APPLICATION AND REQUIREMENT FORM

Application Deadline: This form including required information must be submitted two weeks prior to scheduled meeting.

- A. Submit complete application in duplicate, including site plan and architectural plans consisting of the ground or first floor plan, *roof plan if required, and all exterior elevations to: Village Hall, 7 Stage Road, Monroe, NY 10950, Attn: AARB
- B. Submit one complete application (same as above) to each board member.
- C. Application fee. (See attached fee schedule)

The following check list is to be completed indicating additional information and samples to be available at the hearing if applicable.

These **items** will become part of the record and will not be returned to applicant

- 1. - Description of proposed finish material, including colors and samples.
- 2. - Pictorial or written description of adjacent property.
- 3. - Handicap accessibility, all types of screening, retaining walls, landscaping.
- 4. - Finish elevations to show chimney, *mechanical equipment if roof mounted vents, signs, lighting and any type of equipment that may be visible.

Sign Applications

- 1. - Must include an elevation of the structure, illustrating placement and method of attachment of the sign.
- 2. - Description of proposed finish material, including colors, method of illumination and samples.

*** NOTE:** If this application is an addition or change to an existing building, the structure as a whole must be shown and all the above requirements shall apply.

Tax Map No. Sec. _____ Block _____ .Lot No _____ Date _____

Name of Applicant: _____

Address: _____ Phone No. _____

Name of Property Owner: _____

Address: _____ Phone No. _____

Architect/Designer: _____

Address: _____ Phone No. _____

Street Address at which work will be done _____

Zoning District _____ Type of Business or Profession _____

Building Permit No. _____ Zoning Approved _____

Applicant

Incomplete applications will result in the Boards inability to take action on your request. Applicant/Agent must be present.

Approval by the AARB of this application does not constitute permission to begin construction. A building permit must be issued by the Building Inspector before any and all work commences.

**VILLAGE OF MONROE
ARCHITECTURAL APPEARANCE REVIEW BOARD
7 STAGE ROAD
MONROE, NEW YORK 10950**

Applications including fees and required information (see application form) for the Architectural Appearance Review Board are to be filed at:

Village of Monroe
Attn: AARB
7 Stage Road
Monroe, New York 10950

Applicants must also send a copy of the complete application to each Board Member listed below:

Joseph C. Mancuso, Chairman
68 Franklin Avenue
Monroe, New York 10950

Linda Burroughs
35 Freeland Street
Monroe, New York 10950

Georgina Dupcak
119 Pine Tree Road
Monroe, New York 10950

Neil Dwyer
P.O. Box 373
Monroe, NY 10949

Inda Stora
9 Crescent Place
Monroe, New York 10950

VILLAGE OF MONROE
7 STAGE ROAD, MONROE, NY 10950
(845) 782-8341

NOTICE OF ADOPTION
VILLAGE OF MONROE
LOCAL LAW #4 of 1996

CODE AMENDMENT - ARCHITECTURAL APPEARANCE REVIEW BOARD FEE
PLEASE TAKE NOTICE that the Board of Trustees of the Village of Monroe at their July 2, 1996 Meeting did adopt Local Law #4 of 1996 amending Local Law #2 of 1992 - Fee Schedule, by amending Section 3, Fee Schedule & Escrow Deposits, 5. Architectural Appearance Review Board Fee, by deleting the current application fee of \$100 and adopting the following:

1. The minimum fee for the Architectural Appearance Review Board is twenty dollars (\$20) plus five dollars (\$5) per thousand dollars (\$1,000) of estimated project cost. The maximum fee will not exceed two hundred fifty dollars (\$250).
This Local Law shall take effect upon filing with the Secretary of State.

BY ORDER OF THE BOARD OF TRUSTEES
VILLAGE OF MONROE

VIRGINIA CAREY
VILLAGE CLERK
Dated: July 10, 1996