

Village/Town of Mount Kisco
104 Main Street
Mount Kisco, New York 10549

Application for ARB Review and Sign Permit Instructions

In order to obtain review and approval for signage in the Village/Town of Mount Kisco you must complete and submit an “Application for ARB Review and Sign Permit”. All permanent sign applications must be reviewed and approved by the Building Inspector and Architectural Review Board of Mount Kisco before a permanent sign permit can be issued. All temporary sign applications must be reviewed by the Building Inspector before a temporary sign permit can be issued.

Permanent Signs:

To apply for a permanent sign, please complete the “Application for ARB Review and Sign Permit” and indicate that you are applying for a permanent sign. The completed application, including property owner’s signature (which must be notarized), along with seven (7) sets of the required drawings, and appropriate fee must be submitted to the Building Department no later than 15 days prior to a scheduled meeting in order to be placed on an ARB monthly meeting agenda.

The drawings that accompany the applications must include a rendering of the proposed signage, drawn to scale, with all dimensions clearly labeled, including letter height, font, colors, etc. Also, there should be a rendering showing the proposed signage superimposed on the building or site where it is to be placed. In addition to the drawings, the application should include color photographs of the subject property (buildings if existing), and full views of at least two adjacent properties and their buildings. Listed sign materials must include manufacturer’s name, product number, color name and number specifications. Please provide samples, swatches, paint chips, etc., as computerized color renderings often do not accurately depict color choices.

Temporary Signs:

If you are applying for a temporary sign while your permanent signage is under review, please complete the “Application for ARB Review and Sign Permit” and indicate that you are applying for a temporary sign. Along with the completed application, please submit three (3) sets of the required drawings described above, along with the appropriate fee. Please note that proposed temporary signage must comply with the types and sizes of signs permitted in the sign district where the sign is to be located.

Application Review:

Applications determined by the Building Inspector to be incomplete and/or non-compliant with the sign law will be denied. An incomplete application may be resubmitted for review once it has been completed.

Once an application for a Temporary Sign is determined to be complete and fully compliant with the sign law by the Building Inspector, a Temporary Sign permit shall be issued with a set expiration date.

Once an application for a Permanent Sign is determined to be complete and fully compliant with the sign law, it shall be forwarded to the Architectural Review Board for aesthetic review and approval.

Architectural Review Board Meeting:

Applications approved for completeness and compliance to the sign law will be placed on the next available Architectural Review Board meeting. The Architectural Review Board of Mount Kisco meets on the third (3rd) Wednesday of every month at 8:00 pm in Village Hall (unless otherwise announced). Dates may be changed to avoid conflict with specific holidays. There is no meeting in August.

The Architectural Review Board will review the application for aesthetic harmony and appropriateness. Once approved by the Architectural Review Board, a permit shall be issued by the Building Inspector for the permanent sign.

Appeals:

Applications, which are denied by either the Building Inspector or the Architectural Review Board for reasons other than incompleteness, may be appealed to the Zoning Board of Appeals. All requests for appeal must be filed with the Zoning Board of Appeals within thirty (30) days of the decision of the Building Inspector or Architectural Review Board. In the event of such an appeal, an applicant may request that a complete copy of the zoning appeal package be referred to the ARB for its report and recommendation.