

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

Application for ARB Review for Building Alterations and New Construction

In order to obtain review and approval for building alterations and/or new construction in the Village/Town of Mount Kisco you must complete and submit an “Application for ARB Review for Building Alterations and New Construction”. All applications must be reviewed and approved by the Building Inspector and Architectural Review Board of Mount Kisco before a building permit can be issued.

Application:

Please complete the “Application for ARB Review for Building Alterations and New Construction. 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.

All applications to construct new buildings, expand, or otherwise alter the exterior of existing commercial buildings and applications to alter only the **street façade** of a single-family residence shall be accompanied by a complete set of elevations showing how the proposed alteration blends into the existing architecture.

All drawings/dimensions must be accurate, complete, drawn to scale and clearly labeled. 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 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.

Application Review:

Applications determined by the Building Inspector to be incomplete and/or non-compliant with the Village zoning regulations and/or New York State Building Code will be denied. An incomplete application may be resubmitted for review once it has been completed. Once an application is determined to be complete and fully compliant, it shall be forwarded to the Architectural Review Board for aesthetic review and approval.

Architectural Review Board Meeting:

Applications approved for completeness and compliance 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 7:30 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 building permit can be sought for the alterations and/or new construction.

Application Fees:

- Residential Minor Additions/Alterations (projects under \$5000) \$ 75.00
- Residential Major Additions/Alterations (projects over \$5000) \$125.00
- Residential New Construction \$175.00
- Commercial Additions/Alterations \$250.00
- Commercial New Construction \$300.00