



**VILLAGE OF MAMARONECK
PLANNING DEPARTMENT**

169 Mt. Pleasant Avenue,
Mamaroneck, NY 10543

Phone: (914) 825-8758
www.village.mamaroneck.ny.us/planning-department

Board of Architectural Review Submission Checklist

All items must be submitted on USB. All photos must be provided as PDFs (we do not accept TIFF, HEIC or JPG files). Submit one digital copy with each item on the checklist as a separate pdf (e.g. one pdf with architectural plans, one pdf of the survey, one pdf of the application, one pdf of zoning table etc.)

EXTERIOR/ARCHITECTURE SUBMISSION REQUIREMENTS: (TO BE DEEMED COMPLETE)

- Submit 1 hard copy of the below:
 - Copy of building permit application.
 - Copy of building determination letter.
 - Neighbor photos. (electronic to be PDF not JPEG)
 - One full size plan (signed and sealed for digital and physical).
 - **Note:** If the original plan submitted to Building Department details the color and materials, one set can be used for the BAR Application. If the original submission does not detail the color and materials, 2 revised sets must be submitted. Please notify Staff if you plan to use original plan.
 - Plan must also include the existing vs proposed structure on plans.
 - Color and material examples (digital and physical).
 - Rendering.
 - ZBA resolution (if applicable).

SIGN SUBMISSION REQUIREMENTS: (TO BE DEEMED COMPLETE)

- Submit 1 hard copy of the below:
 - Completed sign application.
 - **Note:** Chart must be filled out
 - 11 x 17 set of plans (signed and sealed for digital and physical, if applicable)
 - **Note:** If the original plan submitted to Building Department details the color and materials, one set can be used for the BAR Application. If the original submission does not detail the color and materials, 2 revised sets must be submitted. Please notify Staff if you plan to use original plan.
 - Include photographs, color, and material samples (digital and physical).
 - ZBA resolution (if applicable).

NOTICE REQUIREMENTS

- Please review Chapter [372-3](#), staff will provide detailed notice instructions once the above has been deemed complete.