



# TOWN OF OSSINING

## BUILDING & PLANNING DEPARTMENT

101 ROUTE 9A, P.O. Box 1166

OSSINING, N. Y. 10562

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Website: [www.townofossining.com](http://www.townofossining.com)    Email: [bldgdept@townofossining.com](mailto:bldgdept@townofossining.com)

### Submission Checklist for Applications to the Architectural Review Board

The application to the ARB shall include the following, prepared by an **Architect or Engineer registered in New York State**, drawn at a scale adequate to clearly and accurately portray the project:

1. Detailed elevation drawings of the proposed building construction and its primary design elements, including facades, windows, doors, roofs and roof structures, exposed mechanical equipment, etc.
2. A site plan of the lot with zoning setbacks and other dimensions clearly marked, including existing and proposed topography at two-foot contour intervals, and trees regulated pursuant to Chapter **183**, Tree Protection, of the Town Code.
3. The size, shape and location of existing and proposed construction and its relationship to adjacent properties, buildings and structures and location map.
4. The location of existing and proposed plantings, screening devices, walls and fences, as well as an indication of their height and construction materials.

**See Native Plant Resource Guide** for planting information and ARB recommendations and guidelines: <https://www.townofossining.com/cms/publications/all-documents/environmental-advisory-committee/2281-native-plant-resource-guide>

5. An indication of existing and proposed freestanding and building-mounted exterior lighting adequate to determine their features and illumination and to enable review of possible hazards and disturbances on and off site.
6. Photographs of the subject lot and of buildings and structures within 350 feet of said lot. Location map and street view.
7. Samples of exterior building materials, treatments and finishes, and the color palette for painted surfaces.
8. Identification of all other required Town approvals.
9. Sectional drawings, color-rendered perspective drawing(s) and/or three-dimensional view(s) of proposed work.

Application Form, Short EAF Form and required Fees. Application Fee \$350 and Escrow Fee \$5,000 Checks payable to the "Town of Ossining". Refer to the Town's Planning Board/ARB meeting and submission dates calendar. Ten (10) complete sets of paper copies delivered to Town Planning Dept., 101 Route 9A, Ossining, NY 10562 and a digital copy (PDF version) are required, email to: [bldgdept@townofossining.com](mailto:bldgdept@townofossining.com).

Please submit a signed letter from the legal property owner giving authorization for an application on the subject property.

A public hearing is required for all ARB applications. A public hearing date will be set by the Board upon review of complete applications. Contact the Building Department office for further information regarding public hearing process 914-762-8419.