

Village of Spencerport

Application & guidelines for remodeling and development of Commercial property under architectural review requirements

The Village of Spencerport ARB shall review and advise on any exterior buildings or structures or renovations, alterations, additions and new construction located in all B commercial districts.

No exterior appearance changes shall be done unless approval is granted by the Architectural Review Board and a Certificate of Appropriateness is issued for the following but not limited to,

- Removal or demolition
- Relocation and/or new construction of buildings
- Painting and/or siding installations or replacements of like or similar which will result in change of color or texture.
- Lighting fixtures either replacements and/or new installations
- Any exterior mounted signs either new or replacements
- Changes in parking lots, paving and or configurations of existing
- Sidewalks , steps , canopies , windows and doors replacements or installations
- Landscaping & Landscape architecture.
- Fencing and buffering of trash storage areas
- Placement of building HVAC equipment

Application requirements that shall be required but not limited to any of the following.

- 8 copies of plans drawn to scale to show dimensions and orientation, the size shape and location of proposed works etc.
- 8 copies of photographs of the site and adjacent areas
- 8 copies of samples of exterior building materials and color palette for painted surfaces
- 8 copies of detailed drawing of decorative elements
- 8 copies of Location, size and design of exterior signage
- 8 copies of site plan showing existing and proposed location
- 8 copies of a complete and accurate exterior elevation drawing and or artist/ architectural rendition of the proposed

The application cannot be processed for presentation before the ARB unless all of the application items are submitted to the Building Department. Further information may be available by contacting the Building Department at 617-6195.

NOTE: Meetings are held at the Village of Spencerport Office located at 27 West Ave.

Certificate No. _____

Received by ARB _____

Meeting Date _____

Time _____

Building Inspector's Review Signature: _____

Date: _____

\$35.00 fee Paid

**APPLICATION FOR A CERTIFICATE OF APPROVAL TO THE
VILLAGE OF SPENCERPORT ARCHITECTURAL REVIEW BOARD
Code of the Village of Spencerport Chapter 140 Section 52**

***** Read instruction carefully – please type or print clearly ******

Tax ID No. _____ Zoning District _____

Address of site _____

Name of site or business _____

Owner/Applicant _____

Address _____

Tel. No. Business _____ Home _____

Fax No. _____ Cell and/or Pager _____

PLEASE CHECK ALL THAT APPLY:

TYPE OF STRUCTURE

- Building
- Fence
- Sign
- Landscaping

For office use only

- Plans conform to Zoning
- Variance/Special Permits required
- Necessary ZBA approvals granted
- Planning Board approval granted
- Code Compliance yes no

TYPE OF WORK

- Restoration
- New Construction
- Alteration or repair
- Raze or remove structure
- Siding / Painting
- Signs
- Lighting
- Other _____

CHECK ALL ITEMS ATTACHED TO APPLICATION Drawings Photos Other

_____ Owners Signature _____ Date

_____ Agent Signature _____ Date

REQUIREMENTS FOR SUBMISSION OF AN ARB APPLICATION

Use attached application form– be **sure** to list this information even if attached

8 sets of Drawings should be submitted in scale

SIGNS

- ___ 8 DETAILED DRAWINGS OR BLUEPRINTS OF THE SIGN TO SCALE – INCLUDING DIMENSIONS LETTER STYLE AND ANY PICTORIAL MATTER.
- ___ LINEAR MEASUREMENTS OF THE FRONT OF ANY BUILDING WHICH FACES PUBLIC STREET OR WATERWAY AND/OR SIDE THAT SIGN WILL BE PLACED,
- ___ PLACEMENT OF SIGN ON BUILDING OR GROUNDS
- ___ COLORS, MATERIALS TO BE USED
- ___ PHOTOS OF EXISTING BUILDING

LIGHTING

- ___ STYLE
- ___ WATTAGE
- ___ LOCATION
- ___ HOURS OF OPERATION

FENCE

- ___ INSTRUMENT SURVEY MAP INDICATING WHERE FENCE WILL BE PLACED.
- ___ STYLE (PICKET, BOARD ON BOARD ETC...)
- ___ COLOR AND OR FINAL FINISH & MATERIALS
- ___ DRAWINGS OR PICTURES OF PROPOSED STYLE
- ___ HEIGHT AND LINEAR FOOTAGE

REPLACEMENT OF WINDOWS, DOORS, STEPS ETC...

- ___ SIZE AND STYLE OF EXISTING **AND** PROPOSED UNITS – WIDTH & HEIGHTS
- ___ DRAWINGS TO SCALE
- ___ PHOTOGRAPHS OF AFFECTED ELEVATIONS
- ___ MATERIALS & COLORS

ADDITIONS/NEW CONSTRUCTION

- ___ INSTRUMENT SURVEY MAP
- ___ DRAWINGS OF THE PROPOSED ADDITION **INCLUDING** THE EXISTING BUILDING
Plans and/or drawings prepared by a design professional required for works over \$10,000.00

___ PHOTOGRAPHS OF THE EXISTING BUILDING AND SURROUNDING AREA

___ SIZES AND STYLES OF WINDOWS AND DOORS **MUST** BE SHOWN ON THE DRAWINGS ,
INDICATING WHICH ARE NEW, EXISTING OR REPLACEMENT

___ MATERIALS TO BE USED **MUST** BE LISTED ON THE DRAWINGS AS WELL COLORS TO BE
USED, LIGHTING ETC....

Note, Color palette & samples on selected or proposed material are also applicable for
submission.

An artist rendition is advisable for review.

___ LANDSCAPING, LANDSCAPING ARCHITECTURE NOTING PLANT MATERIALS, SIZES,
LOCATIONS, AND THE DESIGN FEATURES TO BE EMPLOYED.

LANDSCAPING AND LANDSCAPE ARCHITECTURE

___ SITE MAP AND/OR SITE PLAN DEPICTING PROPOSED LANDSCAPING AREAS.
LANDSCAPED AREAS.

___ ARTIST RENDERING OR DIGITAL COMPUTERED ENHANCED PHOTOGRAPHS OF THE
PROPOSAL.

___ DETAIL CATALOGUE OF PROPOSED PLANTINGS INCLUDING VARIETY, COLOR,
SIZE, TREE CALIBER AND HEIGHT.

___ PHOTOGRAPHS OF THE EXISTING SITE AND ADJACENT AREAS.

___ TYPE OF ANY PROPOSED ACCENT LIGHTING AND LOCATIONS.
(Sample lighting fixture types need to be submitted)

___ PROPOSED LIGHTING AND LOCATION