

**APPLICATION FOR REVIEW BY TOWN OF YORKTOWN  
ADVISORY BOARD ON ARCHITECTURE AND COMMUNITY APPEARANCE**

**I.** A completed application for ABACA review is required prior to the issuance of a building permit for all of the following applications:

- 1. All new commercial buildings
- 2. All signs
- 3. All residences in a subdivision approved by the Planning Board
- 4. All exterior alterations to existing commercial buildings

**II a.** This application must be submitted to the Building Inspector, affixed to one copy of construction plans signed and sealed by a registered Architect or Engineer. The submitted plans must contain the following information:

**Check-List**

- 1. A site plan or plot plan indicating all existing and proposed topographic contour lines at a minimum scale of 1" = 40' (all contour lines must extend a minimum of 5'-0" beyond the property line), and all pertinent information as shown on the subdivision and improvement plan.
- 2. Dimensioned floor plans of all floors, a roof plan, and building sections adequate to describe the design.
- 3. All building elevations including an indication of the existing and proposed grade.
- 4. A line indicating the limit of the area which will be disturbed by construction.
- 5. Photos of the existing building(s) where applicable, with sufficient view to indicate surrounding conditions.

**II b.** All sign applicants should refer to the **Design Guidelines for the Town of Yorktown, Signage Ordinance Manual** which can be obtained from the ABACA's co-ordinator in the Planning Dept. for a fee of \$22.00.

- 1. All applications for sign review require the submission of photos of the proposed sign location and the surrounding area as well as landscaping and lighting plans with foot candle output for non-residential sites.
- 2. Site plans indicating the location of proposed sign in relation to the property line.
- 3. All applications for a sign must include scaled drawings of the proposed sign indicating: text of sign, font style, stroke of font, color samples, height of letters, total length of sign, square footage of area calculated per sign manual (pages 3 & 4).

**III.** ABACA meets on the 2nd (work session) and 4th (regular meeting) Tuesday of each month unless otherwise indicated. The deadline for all applications is **NOON OF THE THURSDAY PRIOR** to a scheduled meeting. As meeting dates may change, the applicant is urged to check with the ABACA's Co-Ordinator in the Planning Dept. regarding the ABACA schedule. **All Applications are subject to both a work session and a regular meeting.**

Date: \_\_\_\_\_ Sec: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Project Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Project Address: \_\_\_\_\_ Address of Applicant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Owner: \_\_\_\_\_ Address of owner: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Schedule of Proposed Building Materials**

Check-List	Material	Description/Manufacturer	Colors
<input type="checkbox"/> Siding	_____	_____	_____
<input type="checkbox"/> Windows	_____	_____	_____
<input type="checkbox"/> Trim	_____	_____	_____
<input type="checkbox"/> Exterior Doors	_____	_____	_____
<input type="checkbox"/> Roofing	_____	_____	_____
<input type="checkbox"/> Shutters	_____	_____	_____

**Restrictions -** (List all restrictions placed on this lot by the approving resolution(s), plat, improvement plan, negative declaration, wetlands permit, etc. - attach additional pages if required):

**Additional Comments of Applicant:**

To the best of my knowledge the information regarding this site and the restriction imposed on this site is true and complete.

\_\_\_\_\_  
Signature of Applicant                      Print Name                      Phone Number of Applicant