



*Village of
Kings Point*

WAIVER APPLICATION
ARCHITECTURAL AND PRELIMINARY
SITE REVIEW BOARD

INSTRUCTIONS

1. **Application Form:** Provide a completed application form. The property owner must have their signature notarized on the form. The architect/engineer must sign and seal the form.
2. **Zoning Certification Form:** The zoning certification form must be completed and signed and sealed by the architect/engineer.
3. **Deed:** Provide a copy of the most recent deed for the subject property.
4. **Photographs:** Provide full color photographs of the existing structures to be improved. All sides of the affected structures must be photographed.
5. **Survey:** Provide a recent contoured topographic survey of the subject property that documents existing conditions.
6. **Site Plan:** Provide a topographic site plan showing the location of the proposed improvements on the subject property.
7. **Landscape Plan:** Provide a proposed landscape plan. Proposed vegetation must be listed by species, size, and quantity. Only required if new landscaping is part of the proposed work. Landscaping may be included on the site plan if possible.
8. **Plant Photos:** Provide full color photographs of all proposed plant material including names of all species.
9. **Floor Plans:** Provide basic floor plans showing the areas of proposed work.
10. **Elevations:** Provide full color rendered elevation views of all sides of the building showing the areas of proposed work. All proposed finish material types, manufacturer names, and colors must be shown.
11. **Finish Materials:** Provide full color brochures and/or photographs of all finish materials. Material types, manufacturer names, and colors must be shown.
12. **Electronic Documents:** Provide electronic viewable PDF files of all the above-mentioned documents by Email or thumb drive.
13. **Fees:** \$500. Checks are payable to Village of Kings Point.

**ONE FULL SIZED SIGNED AND SEALED ORIGINAL OF ALL THE ABOVE-MENTIONED DOCUMENTS
MUST BE SENT TO THE BUILDING DEPARTMENT FOR VILLAGE RECORDS.**



*Village of
Kings Point*

**WAIVER APPLICATION
ARCHITECTURAL AND PRELIMINARY
SITE REVIEW BOARD**

This application is submitted for a waiver from the Architectural and Preliminary Site Review Board in accordance with Village Code 161-60.

Property Location: _____
Section: _____, Block: _____, Lot(s): _____

Property Owner Name: _____
Address: _____
Home Phone: _____ Mobile Phone: _____ Business: _____ Email: _____

Architect/Engineer of Record: _____
Address: _____
Office Phone: _____ Mobile Phone: _____ Fax: _____ Email: _____

Does the subject property have any open or expired building permits? _____ (Yes or No) If yes, provide a list of the open or expired permits.
Does the subject property have any outstanding violations? _____ (Yes or No) If yes, provide a list of the outstanding property violations.

State proposed work in detail: _____

Signature of Architect/Engineer

Print Architect/Engineer's Name

Architect/Engineer's Seal

Architect/Engineer's Address

Name of Owner (print name): _____ Being duly sworn depose and state that I am the owner of
the property known as (property location): _____.

That all statements made in this application are true to the best of my knowledge and belief. I hereby authorize the members of the Architectural and Preliminary Site Review Board (ARB), the Building Inspector of the Village of Kings Point, and Legal Counsel to the ARB, to enter upon and inspect my property prior to the ARB rendering a determination with regard to this application, at any and all reasonable times. I also understand that any approvals granted by the ARB do not constitute a building permit and that a building permit must be obtained from the Village of Kings Point Building Department.

Sworn to before me this _____ day
Of _____, 20 _____

Notary Public Signature

Signature of Owner

Notary Stamp:

VILLAGE OF KINGS POINT
ARCHITECTURAL AND PRELIMINARY SITE REVIEW BOARD
ZONING CERTIFICATION STATEMENT

Subject Property Address: _____

Owner's Name: _____

The undersigned professional hereby certifies that the attached plans meet all of the requirements of the Village of Kings Point Village Code, except the following:

1. Village Code: _____

Reason: _____

2. Village Code: _____

Reason: _____

3. Village Code: _____

Reason: _____

4. Village Code: _____

Reason: _____

5. Village Code: _____

Reason: _____

6. Village Code: _____

Reason: _____

7. Village Code: _____

Reason: _____

8. Village Code: _____

Reason: _____

9. Village Code: _____

Reason: _____

10. Village Code: _____

Reason: _____

I acknowledge that the Architectural and Preliminary Site Review Board is relying on the accuracy of this statement in order to make a proper determination regarding this application. I understand that in the event that said certification is incorrect, a new application will have to be made to the Architectural and Preliminary Site Review Board, with new fees, and the customary time period in filing and processing will have to be followed.

(Professional Seal)

Sworn to before me this _____ day

Of _____, 20_____

Signature of Architect/Engineer

Print Architect/Engineer's Name

Notary Public Signature

Architect/Engineer's Address

Notary Stamp:

Date Received: _____

ARB Fees: _____