

**INCORPORATED VILLAGE OF VALLEY STREAM
ARCHITECTURAL REVIEW BOARD APPLICATION
516-592-5139**

The Architectural Review Board has the function of reviewing applications for signs, fences and new or renovated construction. The Board will approve applications it finds harmonious with surroundings and disapprove applications it finds are visually offensive or inappropriate. The overall purpose of this Board is to preserve, promote and improve the character and appearances of the Village and to conserve the property values of the Village.

The Board meets on the second Monday of each month (unless otherwise scheduled). Applications must be submitted at least 14 days prior to the meeting date.

***Please complete the following information and applicable checklist; submit all required information and documentation with your application, we will need 10 copies of each.

Applicants Name: _____ Date: _____

Applicants Address: _____

Phone No. _____ E-mail _____

Subject Property Address: _____

Name of Business, if applicable: _____

This application is for: 1. _____ Sign
2. _____ Fence
3. _____ Renovation
 a. Commercial _____
 b. Residential _____
4. _____ New Construction
 a. Commercial _____
 b. Residential _____
5. _____ Awning/ Canopy

I. SIGNS (that do not require a Variance)

_____ A. Sign elevation drawn to scale with dimensions.

_____ B. Color rendering of building showing proposed sign.

_____ D. Samples(s) of material(s) and construction data.

_____ E. Photograph of building with adjacent building(s).

II. FENCES (Within Code)

_____A. Survey showing location of proposed fence.

_____B. Sample or description of material and color.

III. RESIDENTIAL- NEW
CONSTRUCTION OR
RENOVATIONS (Dormers,
Garages, Extensions, etc.)
(Within code)

_____A. Building (architects) plans drawn to scale.

_____B. Color rendering of building exterior.

_____C. Photograph of house showing adjacent houses on
both sides, where applicable.

IV. COMMERCIAL
CONSTRUCTION OR
RENOVATION (within code)

_____A. Building (architects) plans drawn to scale.

_____B. Color rendering of building exterior.

_____C. Photograph of building showing adjacent
buildings/houses on both sides, where applicable.

V. AWNING OR CANOPY

_____A. Building plans drawn to scale.

_____B. Color rendering of proposed Awning or Canopy.

Please submit all necessary documentation in order to be scheduled for the next hearing date.

Applicants Signature: _____

Print name: _____