

INCORPORATED VILLAGE OF VALLEY STREAM ARCHITECTURAL REVIEW BOARD APPLICATION

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 surrounding and disapproves 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 Committee meets, usually, on the second Monday of each month. Applications must be submitted at least two weeks prior to the meeting date.

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

Applicants Name: _____ Date: _____

Applicants Address: _____ Phone No. _____

Subject Property Address: _____

Name of Business, if applicable: _____

This application is for a

| | |
|---------------------|---------------------------|
| 1. _____ sign | 4. _____ new construction |
| 2. _____ fence | a. business _____ |
| 3. _____ renovation | b. private (home) _____ |
| _____ business | 5. _____ other |
| _____ private home | explain _____ |

I. SIGNS (that do not require a Variance)

- _____ A. Sign elevation drawn to scale with sign dimension accompanied with color samples or color rendering.
- _____ B. Accurate drawing with dimensions of log, typeface or lettering of all the text in the proposed sign.
- _____ C. Photograph or color rendering of building showing sign placement and mounted height.
- _____ D. Samples(s) of material(s) and construction data.
- _____ E. Photograph of building with adjacent building(s)
- _____ F. If illuminated: completed electrical application and inspection agency form. Except for sign types "C and "D"

II. FENCES (that do not require a Variance)

- _____ A. Description/ drawing or photograph of fence (design) preferably showing proposed.
- _____ B. Sample or description of material and color. (ten copies of each required)

III. PRIVATE (Home) NEW
CONSTRUCTION OR
RENOVATIONS (Dormers,
Garages, Extensions, etc.)
(within code) (10 copies of each)

- _____ A. Bulding (architect's) plan
- _____ B. Building Elevation drawn to scale accompanied
With color samples or color renderings.
- _____ C. Photograph of house showing adjacent houses on
both sides, where applicable.
- _____ D. Completed ARB drawing submission log.

IV. COMMERCIAL
CONSTRUCTION OR
RENOVATION (within code)
(10 copies of each)

- _____ A. Building elevations drawn to scale accompanied w
with color samples or color rendering.
- _____ B. Architect's plan showing construction (signed)
- _____ C. Photograph of building showing adjacent buildings/
houses on both sides, where applicable.
- _____ D. Completed ARB drawing submission log.

V. AWNING OR CANOPY
(10 copies of each)

- _____ A. building elevations drawn to scale accompanied
with color samples or color rendering.
- _____ B. Description/ illustration of lettering to be used
along with dimensions of the awning/ canopy relative to the
building.
- _____ C. Completed ARB drawing submission log.
- _____ D. If illuminated: completed electrical application and
inspection agency form.

Your Cooperation is greatly appreciated; submitting all required documentation will speed up the process, so that a "hearing" can be held as quickly as possible and a decision made.

If you have any questions, please contact the Building Department at 592-5142.

Applicants Signature: _____