

Town of Fallsburg
Code Enforcement Office

5250 Main Street

South Fallsburg, NY 12779

845-434-8811

ARCHITECTURAL REVIEW BOARD
APPLICATION INSTRUCTIONS

The Architectural Review Board (ARB) of the Town of Fallsburg meets on the first (1st) Thursday of every month at 7:00 pm in Senior Center at 12 Laurel Avenue in South Fallsburg(unless otherwise announced). Dates may be changed to avoid conflict with specific holidays.

The completed application, including the property owner's approval signature along with seven (7) sets of the required drawings must be submitted to the Building Department **no later than 15 days** prior to a scheduled meeting in order to be placed on that meeting's agenda.

All applications to construct new buildings, expand, or otherwise alter the exterior of existing buildings shall be accompanied by a complete set of elevations and plot plans in the quantity specified (7 sets).

All applications to alter only the street facade shall be accompanied by a complete set of elevations showing how the proposed alteration blends into the existing architecture and a site plan in the quantity specified (7 sets).

All drawings/dimensions must be accurate, complete, drawn to scale and clearly labeled. Materials must include manufacturer's name, product number, color name, number specifications. Please provide samples, swatches, paint chips etc. whenever possible.

Color photographs of the property (buildings, if existing); full views of at least two adjacent properties (and their buildings) on each side of the proposed project and properties across the street should be provided with the application.

The Architectural Review Board may dismiss any application it deems incomplete and/or lacking in pertinent information. The Architectural Review Board retains the right of progress review through the completion of the project.

Application Fees:

- | | |
|--|-----------------|
| • Sign Applications | \$50.00 |
| • Sign Permit fee(per sign -after ARB Approval) | \$ 25.00 |
| • Residential Alterations | \$ 50.00 |
| • Residential New Construction | \$100.00 |
| • Commercial store fronts | \$100.00 |
| • Commercial Developments New Construction | \$200.00 |

Town of Fallsburg – Code Enforcement Office
5250 Main Street
South Fallsburg, NY 12779
845-434-8811

ARCHITECTURAL REVIEW BOARD
APPLICATION

Date: _____ SBL# _____
Applicant's Name: _____
Applicant's Address: _____
Applicant's Telephone #: _____ Fax #: _____
Project Name: _____
Address of proposed construction: _____
Property Owner's Name: _____ Tel #: _____
Property Owner's Address: _____

Principal Building

Description of proposed project: _____

Primary exterior material description: _____
_____ Color: _____

Secondary exterior material description: _____
_____ Color: _____

Other exterior material description: _____
_____ Color: _____

Roof Material: _____
_____ Color: _____

Exterior Window Description: _____
_____ Color: _____

Exterior Door Description: _____

LIGHTING

Is exterior lighting proposed on building? _____ Describe: _____

Is exterior lighting proposed for parking area? _____ Describe: _____

EQUIPMENT – ie: HVAC

Will exterior equipment be visible from street? _____ Color and type of equipment
Unit(s): _____

Will equipment be screened? _____ Color and type of screening: _____

ACCESSORY STRUCTURES

Type of accessory structure: _____ Material: _____
Color & design description: _____

Type of accessory structure: _____ Material: _____
Color & design description: _____

Any additional project design information: _____

SIGNAGE

Description of proposed signage: _____

Wall Sign Type: _____ Material: _____
Sign Length: _____ Sign Width: _____ Lighting Method: _____
Sign Colors: _____

Ground Sign Type: _____ Material: _____
Sign Length: _____ Sign Width: _____ Lighting Method: _____
Sign Colors: _____

Awnings: Is a fabric awning proposed? _____ Material: _____
Shape: _____ Length: _____ Height: _____
Principal color _____ Will there be any illumination?: _____
Describe: _____ Will there be any text or logo?: _____
Describe: _____

Any additional signage or awning information?: _____

Is there any other information that you *wish* to add to this application? _____

The above captioned information is complete and accurate to the best of my knowledge and belief.

Signature of applicant: _____ Date: _____