SITE DEVELOPMENT PLAN RULES AND REGULATIONS

(SDPRR)

Village of Chestnut Ridge Planning Board

Adopted as L.L. No. 19

May 1987

Amended June 21, 1990

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SITE DEVELOPMENT PLAN RULES AND REGULATIONS (SDPRR)

VILLAGE OF CHESTNUT RIDGE PLANNING BOARD

Sec. 100 APPLICABILITY

The Site Development Plan Rules and Regulations (SDPRR) are established herein by of authority* Article 7 of the Village Law of the State of New York and Article 10 of the Municipal Home Rule Law. They supplement the requirements of Article IX of the Zoning Law of the Village of Chestnut Ridge and apply to all site development plans required to be submitted to the Village Planning Board for all buildings, structures and uses other than for one-family detached residences on a lot, or for additions, alterations or structures accessory thereto.

Sec. 101 OBJECTIVES

The rules and regulations are intended to assist the Village Planning Board in fulfilling the objectives set forth in Section 2 of Article IX.

Sec. 102 APPLICATION AND PROCEDURE

All site development plans shall comply with the application requirements and procedure as set forth in Article IX.

Sec. 103 PUBLIC HEARING NOTICE

At least five (5) days prior to the public hearing on the preliminary and final site development plan, the applicant shall submit an affidavit stating that he has sent notice of such hearing by certified mail, return receipt requested, to property owners within five hundred (500) feet of the perimeter of the site (as shown on the latest Town of Ramapo tax rolls), at least ten (10) days prior to the public hearing, and shall submit receipts from the U.S. Postal Service showing such mailing to each of said property owners. The applicant shall also submit an affidavit that, at least ten (10) days prior to the public hearing, posters were placed in visible locations on any public thoroughfare abutting the site at distances of two hundred (200) feet in front of the site and for a distance of five hundred (500) feet from the perimeter of the property. Said posters shall be provided to the applicant by the Secretary to the Planning Board. The Village shall advertise the date, time and place of the hearing in the official newspaper of the Village at least ten (10) days prior to said hearing.

*So in original

Sec. 104 PUBLIC HEARING PROCEDURE

A. Sign-in Sheets (optional, for use at major hearings): Sign-in sheets may be made available for those wishing to register to speak at the discretion of the Chairman. During the public comment portion of the hearing, speakers will be called in the order shown on the sign-in sheets.

B. Hearing Opened

- Chairman opens the hearing, explaining the purpose of the hearing and the history of the proposal before the Board.
- Affidavit of posting, publication, and mailing are noted.
- Reports in the file are noted.
- Comments of the other municipal agencies are noted.
- C. Applicant's Presentation: The applicant, his technicians, attorneys, etc. make their presentation.
- D. Village Consultant Reports: Village consultants, agencies, etc. present a short summary of their reports, in the file.

E. Public Comment:

- Names are called from sign-in sheet, in order, until sheet is exhausted.
- 2. Each speaker shall state his/her name and address.
- Each person may speak once; the maximum time allocation may be limited to five (5) minutes.
- Any questions asked will be answered by the appropriate party, as directed by the Chairman.
- When the public has concluded, the applicant is permitted to comment.
- Any member of the public wishing clarification may ask for such at this time, with a time limit of *ree (3) minutes.
- F. Close of the Public Hearing.
- G. Board Discussion of Application.

- H. Board Action: The options available to the Board are:
 - 1. Approve the application.
 - Approve the application with conditions and/or modifications.
 - 3. Deny the application.
 - 4. Reserve decision or adjourn to a future meeting.

Sec. 105 SITE DEVELOPMENT PLAN APPLICATION MATERIALS

- A. Application Checklist: The following is a checklist of items to be submitted at the time of the application for preliminary and final site development plan approval:
 - Sixteen (16) copies of site development plan application with an affidavit of ownership attached.
 - One (1) copy of Notice.
 - One (1) copy of 809 Affidavit.
 - One (1) copy of Owner's Consent Affidavit.
 - Sixteen (16) copies of Narrative explaining project.
 - Letter from Building Inspector stating whether any violations exist on the property.
 - Three (3) copies of data for Village Engineering Consultant (see paragraph B.2).
 - Sixteen (16) copies of site development plan, unless additional copies are required for referral to agencies.
 - Sixteen (16) copies of Environmental Assessment Form pursuant to State Environmental Quality Review Act (SEQRA).
 - Certified check, payable to the "Village of Chestnut Ridge," in accordance with the Standard Schedule of Fees.

FOR FINAL SITE DEVELOPMENT PLAN APPROVAL THE FOLLOWING ADDITIONAL DOCUMENTS:

- Two (2) copies of the cost estimate form.
- Two (2) copies of the building plans and elevations.
- Any additionally required SEQRA documentation.
- All required State and County permits (Department of Environmental Conservation, Department of Transportation, Rockland County Highway Department, etc.).
- Any required additional fee in accordance with Standard Schedule of Fees.
- B. Site Development Plan Specifications: The site development plan should be presented in a series of sheets of uniform size¹ containing the information listed below on each of the respective sheets. These plan specifications are for preliminary and final site development plan approval.
 - Planimetric Site Layout Sheet (Sheet No. 1): (Note: Topography is not shown on this sheet)
 - Area map at a scale of 1" = 300' (this is the Tax Map scale).
 - b. Existing zoning district boundaries within 500 feet, to be shown on the area map. If such a boundary goes through the site in question, it should also be shown on the site development plan.
 - c. All properties owned by applicant within 500 feet of the site. If the applicant is other than the owner of record, then all properties owned by the applicant and the owner within 500 feet of the site plan shall be shown.
 - d. Standard site development plan notes (see paragraph C).
 - e. Property boundaries and existing tax lot lines.
 - Existing public streets abutting or crossing site.

¹The maximum sheet size should be 30" x 42". Sheet sizes of reasonable dimensions should be used such as 24" x 36", not 16" x 48".

- g. Existing structures and uses located on site.
- Approximate locations of existing structures on adjacent properties within 500 feet of perimeter of the site.
- Proposed location and use of any new building or structure, including all above-ground mechanical, electrical and other utility equipment.
- Proposed location of: (1) walkways, (2) benches, (3) recreation facilities, and (4) dumpsters and dumpster enclosures.
- k. Existing and proposed vehicular access to and from the site.
- Location and layout of: (1) driveways, (2) parking areas, and (3) loading areas.
- m. Proposed location, type and height of fencing.
- Proposed location of outdoor lighting fixtures.
- Site development plan of complete development, showing stages of construction, if applicable.
- p. Along all road frontages show: (1) centerline of existing right-of-way, (2) edge of existing pavement, (3) designated street line, (4) front setback line, and (5) existing trees over 4" in diameter (measured 4' above grade) and a description of their condition.
- q. Location of the curb cuts (or points of access and egress for the properties immediately abutting and across the street from the access point(s) to the site).
- r. The computation for the required number of parking spaces, as provided for in the Table of Use Requirements.
- Types of materials proposed to be used on the site.
- On site development plans involving signs, the location of freestanding signs in relation to the designated street line.
- a. All pertinent zoning setback and yard dimension lines.
- Legends, north arrow, graphic scale and title block.

- w. A 3½ inch blank square, in the lower right hand corner, immediately above the title block for purposes of an approval block.
- Statement that outdoor fires and burning are prohibited. (Adopted April 11, 1994)

2. Grading, Drainage and Utilities Plan Sheet (Sheet No. 2):

- a. All items listed for Sheet No. 1 should be shown with the exception of items "b", "n", "r", "t", "u", "a" and "d".
- Existing and proposed contours at a two (2) foot interval (or less) extended to 50 feet beyond the boundaries of the site.
- c. Location and types, sizes and slopes, where pertinent, of existing and proposed: (1) water lines, (2) valves and hydrants, (3) storm and sanitary sewer lines, (4) electric lines, (5) telephone lines, gas and other utility lines, and (6) utility poles. Typical cover should be indicated over all proposed underground utility lines.
- d. Existing and proposed stormwater drainage and underdrain systems including: (1) location, size and slopes of all pipes and swales including invert and top elevations at each manhole, inlet, headwall or other appurtenant drainage structure; (2) base width, side slope, inverts, and lining of each swale (rip-rap, asphalt, concrete grass, etc.); and (3) inverts of underdrain systems at bends and outlets.
- e. In addition to the drainage items in "d" above, the applicant should supply the following: (1) 400' scale map showing the limits of the watershed in which the property is located (the development site should be shaded in); (2) drainage computations for the runoff entering the site for fully developed watershed and for the site itself after proposed development; and (3) a marked-up grading plan showing sub-areas colored in to each drainage structure.
- Location and spot grades at top and bottom of retaining walls.
- g. The following standard erosion control notes:

-

"Standard Erosion Control Notes

An erosion control system will be utilized by the developer to minimize the production of sediment from the site. Methods to be utilized will be those found most effective for the site and shall include one or more of the following, as applicable:

- (1) Temporary sedimentation entrapment areas shall be provided at key locations to intercept and clarify silt laden runoff from the site. These may be excavated or may be created utilizing earthen berms, rip-rap or crushed stone dams, hay bales, or other suitable materials. Diversion swales, berms, or other channelization shall be constructed to insure that all silt laden waters are directed into the entrapment areas, which shall not be permitted to fill in, but shall be cleaned periodically during the course of construction. The collected silt shall be deposited in areas safe from further erosion.
- (2) All disturbed areas, except roadways, which will remain unfinished for more than 30 days shall be temporarily seeded with ½ lb. of rye grass or mulched with 100 lbs. of straw or hay per 1,000 square feet. Roadways shall be stabilized as rapidly as practicable by the installation of the base course.
- (3) Silt that leaves the site in spite of the required precautions shall be collected and removed as directed by appropriate municipal authorities.
- (4) At the completion of the project, all temporary siltation devices shall be removed and the affected areas regraded, planted, or treated in accordance with the approved site plans."

3. Landscaping and Lighting Plan Sheet (Sheet No. 3):

- a. All items listed for Sheet No. 1 should be shown with the exception of items "r", "t", "a", "b", "d", "u", and "w".
- Location, direction, type and height of outdoor lighting facilities, including isolux curves.
- Location and extent of existing: (1) wooded areas, (2) rock outcrops, and (3) single large trees (4" or more, measured four (4) feet above ground).
- d. Proposed location, design and type of: (1) screening and (2) landscaping, including trees. A planting list should be provided on the drawing, keyed to plan, showing botanical and common names, species, quantities, height and caliper of planting materials. Provide a separate list of all existing materials to be retained. The landscaping plan and schedule shall be prepared and certified by an appropriate licensed

design professional.

e. The following standard landscape notes:

"Standard Landscape Notes

- Mulch all plant beds and trees with a 4" depth of sugar cane or licorice root mulch.
- (2) Stake all trees with 2 cedar stakes, rubber hose around tree (6'0" above grade) and twisted #10 gauge galvanized wire.
- (3) Plant pits shall be 12" wider and 6" deeper than the root ball. Remove all existing soil and backfill with a mixture of one part peat-humus to 4 parts topsoil. Add 3 year Eeesey grow fertilizer packets (or equal) - 1 per inch of tree caliper or per 12" height of shrub.
- (4) Guarantee all plants and workmanship for two planting seasons.
- (5) All planting shall be placed under the direction of an appropriate licensed design professional. Notify 48 hours prior to planting.
- (6) Provide the Village of Chestnut Ridge Building Inspector with a copy of the State Certificate of Source for all plant material.
- (7) All plant material shall be nursery grown and shall conform to the American Association of Nursery Men's Standards."
- 4. Profile and Detail Plan Sheet(s) (Sheet No. 4, etc. as many as required)
 - Profiles of roads, driveways, storm drainage pipes and channels, and sewer pipes.
 - b. Elevation view of any free-standing signs, showing dimensions and sign area (both sides count) and setback from designated street line; and on building fascia, the height of signs above grade, their overall height, dimensions and area.
 - Construction details illustrating all site improvements and those required in other sections of the rules and regulations, in accordance with Village construction standards and specifications.

5. Additional Sheets

 For phased projects or large-scale projects, separate sheets may be required to provide adequate clarity.

C.		dard Site Development Plan Notes: The following standard notes should be ed on the Planimetric Site Layout Sheet (Sheet No. 1) in a legible, convenient ner:
2	1.	This is Lot in Section as shown on the Town of Ramapo Tax Map.
	2.	Area of tract:
	3.	Zone:
	4.	Proposed use:
	5.	Record owner:
	6.	Applicant:
	7.	Fire district:
	8.	School district:
	9.	Water district:
	10.	Water supply by:
	11.	Sewer District:
	12.	Datum: USGS
	13,	All utilities underground. Electric service shall be in conduit of not less than 2 inch diameter.
		There are no covenants, deed restrictions, easements, or other reservations of land relative to this site, except as shown on said plan (except for the following):

15.		Board of Appeals, on as case number granted variances for (list variances and	
16.	No sign(s) other than those shown on this drawing are permitted without prior approval of the Planning Board (tenants are to be advised of this condition).		
17.	17. The undersigned, owner and/or applicant, as a condition of approval of site plan, hereby agrees to complete the within site development plan a and all improvements shown thereon, as a condition of the issuance of building permit. The applicant/owner is aware that no changes in this may be made unless approved by the Planning Board.		
	Applicant	Date	
	ApplicantOwner_	Date	
18,	Plans are based on field engineering data and certified hereto by:		
	Licensed Professional Engineer or Land Surveyor	Date	

D. Site Development Plan Revisions: All site development plans that are submitted to the Planning Board, which have been revised, shall have the revision number noted in a triangle along with a brief summary of the elements revised and the dates of revision. Additionally, this revision number (in triangle) is to be used to indicate on the plan those places where the changes have been made. Any plan submitted without this system shall be returned to the applicant and shall be subject to a resubmission fee.

Sec. 106 LANDSCAPING

- A. Traffic Movement: In areas where landscape materials are used to define paths of traffic movement, the following guidelines shall be used:
 - Plant materials shall consist of upright Juniper or Yew, Barberry, Firethorn, Evergreen Euonymus or equivalent approved by the Planning Board.
 - Plants shall be selected to achieve not more than 3' mature height. Planting height shall be 18"-24".
 - 3. Plants shall be spaced to create a compact hedge border at time of planting.

- 4. As an alternate, street trees may be used. Trees shall be approved by the landscape consultant, 3½"-4" caliper, spaced 20' on center, and have branching begin at a height no less than 10' and no greater than 12'.
- 5. Planting beds shall be covered with the following material:
 - Licorice mulch or approved equivalent at 4" minimum depth.
 - b. Stone aggregate at 3" minimum depth.
 - c. Where pedestrian cross traffic is evident, a paving material shall be used such as paving blocks set in sand with tight joints or Expoxy-Rok or equivalent.
- B. Parking Areas: In areas where landscape materials are used to complement parking areas, the following guidelines shall be used:
 - 40' planting islands at the end of or within parking bays shall contain the following materials:
 - a. Honey Locust, 31/2"-4" caliper planted 20' on center.
 - Other columnar varieties may be substituted upon Planning Board approval.
 - Trees with low growing branches, gum or moisture, seeds or pods shall be avoided.
 - Branching of trees shall begin at a height no less than 10' and no greater than 12'.
 - Areas under shade trees shall be planted with Horizontal Juniper or other ornamental Evergreens of comparable growth habit. Plant material shall have an 18"-24" spread and shall be spaced 18" on center.
 - 3. Planting beds shall be covered as in A.5 above.
- C. Entrance Definition: Where landscape materials are used to define the point of entrance to a commercial facility, the following guidelines shall be used:
 - Plant materials shall consist of a carefully designed variety of Evergreen shrubs selected from the following:

- a. Upright Yew
- b. Azalea
- c. Japanese Andromeda
- d. Euonymus
- e. Rhododendron
- f. Laurel

-

- g. Box Wood
- h. Other Evergreen varieties as approved by the Planning Board.
- Design may be a natural or formal setting; however, plant height shall not interfere with required sight distances.
- Planting beds shall be covered in A.5 above.
- D. Pedestrian Area: Where landscape materials are used to complement areas intended for pedestrian activity, the following guidelines shall be used:
 - 1. Pedestrian areas shall be paved with concrete or paving block set in concrete.
 - In order to minimize large areas of paving, landscape features, such as 2'- 3'
 earth mounds and planters, shall be used,
 - Plant materials shall consist of a variety of Evergreen and Deciduous shrubs and trees selected from the following:

Deciduous Evergreen Spreading Yew Japanese Red Maple a. a. b. Boxwood b. Crab Apple Laurel Cherry C. C. Euonymus Dogwood d. d. e. Azalea e. Azalea f. Juniper f. Forsythia Japanese Andromeda Lilac g. g. White Pine Other varieties h. h. i. Mugo Pine approved by the Rhododendron the Planning Board j. Other varieties k. approved by the Planning Board.

Planting beds shall be covered with a licorice mulch or approved equivalent at
 minimum depth.

- E. Screen: Where landscape materials are used for screening purposes, the following guidelines shall be used:
 - When sufficient space is available, a dense screen of Evergreen plant materials shall be used.
 - Materials may include:

White Pine Spruce Hemlock Arborvitae

- Plant materials shall be 8'- 10'in height when planted and shall be spaced to form an opaque screen either in a single row or in multiple rows with alternate spacing.
- Where limited space is available, stockade or other approved fence may be used in conjunction with climbing or espaliered plant materials.
- F. Natural Area: Where landscape materials are used primarily to beautify otherwise vacant spaces, the following guidelines shall be used:
 - 1. Planting varieties shall be the same as D.3 and 4.
 - Where practical, earth forms should be used such as 2' 3' landscaped mounds.
 - Planting bed cover: Same as D.4 or, as an alternate, sod may be substituted.
- G. State and County Highway Right-of-Way: Where landscape materials are used to complement areas within a State and County Highway right-of-way, the following guidelines shall be used:
 - The area shall be covered with sod or, as an alternative, stone aggregate at a minimum 3" depth may be substituted.
 - Evergreen and/or Deciduous materials shall be placed according to size approved by appropriate highway jurisdiction.

H. General Requirements:

- Plant material shall be nursery grown (a copy of the State Certificate of Source shall be provided to the Village's Building Inspector), and selected according to hardiness and ability to withstand highway salt conditions.
- Spaces to receive plant materials shall have a minimum inside width of 6', except that where vehicle overhang is permitted, a 10' inside width shall be required.
- Loose materials such as wood mulch and stone aggregate shall be spread within a landscaped space at a level not to exceed 1½" below top-of-curb.
- Areas that will receive continued pedestrian movement shall be paved.
- Landscape plans shall be designed by an appropriate licensed professional who shall certify as to plant hardiness, and shall provide as-built plans of the completed project. The Village landscape consultant shall supervise construction and installation of landscape materials.

Sec. 107 LIGHTING SYSTEMS

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- A. Performance Standards: Adequate lighting shall be provided on a site to ensure safe movement of persons and vehicles and for security purposes. Lighting standards shall be of a type approved by the Planning Board. All lighting shall be designed and arranged so as to minimize glare and reflection on adjacent properties. No flood lights in excess of 100 watts shall be installed without specific written approval from the Planning Board of the Village of Chestnut Ridge.
- B. Design Standards: The following design standards shall be followed on all site development plans:
 - The style of the light and light standard should be consistent with the architectural style of the principal building.
 - The maximum height of free-standing lights should be the same as the principal building but not exceeding 25 feet.
 - All lights should be shielded to restrict the maximum apex angle of the cone of illumination to 150 degrees.
 - Where lights along the property lines will be visible to adjacent residents, the lights should be appropriately shielded.

- Spotlight-type fixtures attached to buildings should be avoided.
- Free-standing lights should be so located and protected to avoid being easily damaged by vehicles.
- Lighting should be located along streets, parking areas, at intersections and where various types of circulation systems merge, intersect or split.
- Pathways, sidewalks and trails should be lighted with low or mushroom type standards.
- Stairways, sloping or rising paths, building entrances and exits should be illuminated.
- Lighting should be provided where buildings are set back or off-set.
- 11. The following intensity in footcandles should be provided:
 - Parking lots an average of 1.0 footcandles;
 - Intersections 2.0 footcandles;
 - c. Maximum at property lines 0.6 footcandles;
 - d. In residential areas average of 0.6 footcandles.

Sec. 108 PARKING AND LOADING AREAS

- A. Requirements and Standards: All parking and loading areas on site development plans shall be designed and arranged in accordance with Article VII as applicable.
- B. Parking Spaces: All Detail Plan Sheets (Sheet No. 4) of site development plans should contain a standard parking space and painting schedule as illustrated in Diagram A.
- C. Parking End Islands: All parking area end islands should be designed and constructed in accordance with the detail illustrated in Diagram 3, and said detail, where applicable, should be shown on all Detail Plan Sheets (Sheet No. 4).
- D. Parking for Handicapped Persons: All site development plans shall provide for parking spaces designated for the handicapped, which shall be posted with standard sign, as illustrated on the Detail Plan Sheet (Sheet No. 4-illustrated in Diagram "C").

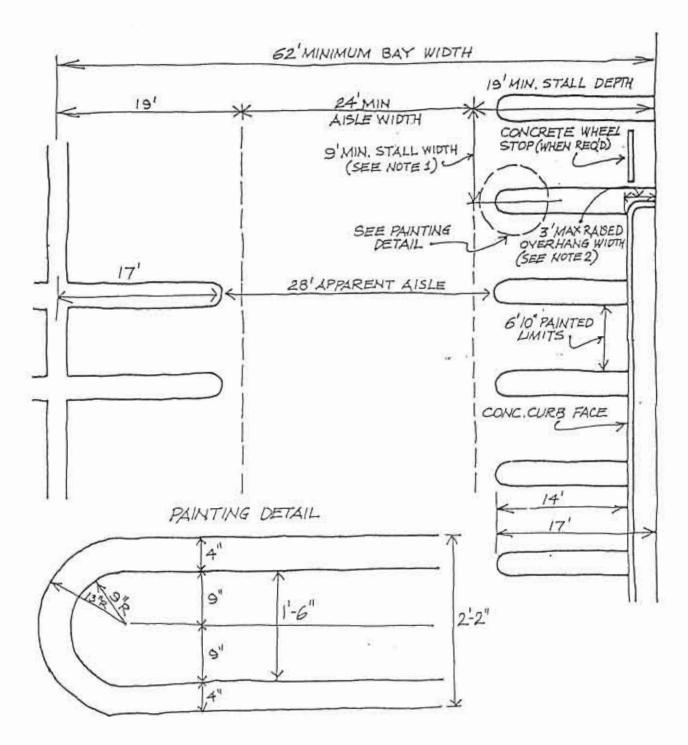
E. Fire Lanes and Zones: All fire lanes or zones shall be shown on the site development plan (Sheet No. 1) and should be clearly labeled and dimensioned, and marked with a sign as illustrated in Diagram "D". After preliminary approval, developer's design professional shall meet with the fire inspectors of the Village of Chestnut Ridge and/or the local fire department to determine their requirements which shall be shown on the final drawings insofar as they are external to the building.

Sec. 109 SIGNS

- A. Application and Procedure for Approval of Signs: All signs permitted in the Village shall comply with the application requirements and procedure as set forth in Sections 1, 2, and 4 of Article VIII. Applications for sign plan approvals (which are not part of a site development plan application) shall be accompanied by copies of a drawing showing elevation view of any free-standing signs, showing dimensions and sign area (both sides count) and setback from designated street line; and on building fascia, the height of signs above grade, their overall height, dimensions and area.
- B. Signs Prohibited: The types of signs which are described in Section 3 of Article VIII are prohibited in the Village.
- C. Sign Requirements. All signs must comply with the requirements set forth in Article VIII of the Zoning Law of the Village of Chestnut Ridge and the Table of General Use Requirements of such Zoning Law. (Amended June 23, 1993)
- D. Additional Standards Applicable to Signs:
 - Directional Signs: Such signs are permitted in all districts and accessory to any use requiring site development plan review. Such signs shall be located as determined by the Planning Board and shall generally not exceed two (2) square feet in area and, if illuminated, shall not exhibit glare.
 - Projection: A sign attached to a building shall not extend more than three (3)
 feet from the building wall, and shall not extend above the roof level of the
 building.
 - Signs on Site Features: No signs shall be placed, painted or drawn upon trees, rocks or natural features on the site, or on utility poles, bridges, culverts, towers or similar structures.
 - 4. Signs Near State Park or Parkway: If the applicant intends to propose a sign near or adjacent to any State park or parkway, he should first consult the appropriate State agency charged with the responsibility for the maintenance of such park or parkway.

Sec. 110 ADJUSTMENT OF REGULATIONS

Where the Planning Board finds that, because of special circumstances of a particular site, extraordinary difficulties may result from strict compliance with these regulations, it may adjust the regulations so that substantial justice may be done and the public interest secured, provided that any such adjustment will not have the effect of nullifying the intent and purpose of these regulations. In granting any adjustment, the Planning Board shall attach such conditions as are, in its judgment, necessary to secure substantially the objectives of the regulations so adjusted.



Note 1 - The Planning Board may permit 8' 6" stalls in all districts, where such spaces are specifically reserved for employee parking.

- Note 2 Not more than three feet of non-paved area abutting a stall may be counted as stall length provided a non-mountable concrete curb, not more than 6" above grade of parking surface, is provided. Such overhang area shall not be deemed to meet any walk or planting requirement.
- Note 3 Painted lines to be not less than 4" in width of approved exterior grade roadway paint.

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Note 4 . Flat ends instead of rounded ends are permissible.

Diagram A
VILLAGE OF CHESTNUT RIDGE
STANDARD PARKING SPACE AND
PAINTING REQUIREMENTS

Based on Town of Ramapo SDPRR

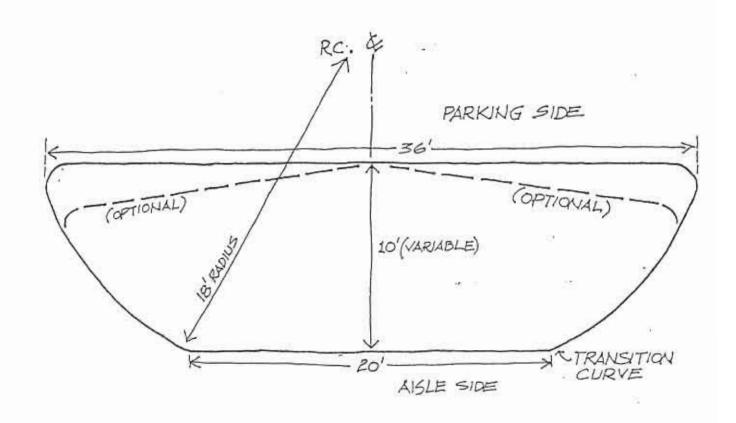


Diagram B
VILLAGE OF CHESTNUT RIDGE
STANDARD NON-MOUNTABLE
PARKING END ISLAND

Based on Town of Ramapo SDPRR



Lettering and border-green White symbol on blue background Background-white

Diagram C VILLAGE OF CHESTNUT RIDGE SIGN FOR PARKING SPACE FOR HANDICAPPED



Lettering and border-red Background-white

> Diagram D VILLAGE OF CHESTNUT RIDGE SIGN FOR FIRE LANES

Based on Town of Ramapo SDPRR