



APPLICATION TO
THE ARCHITECTURAL REVIEW BOARD

8 sets of the application packet, including applicable items below, must be submitted

All items below must be submitted at the same time without exception

Required fees are due at the time of submission

Applications are reviewed by appointment only

A Google drive link will be provided for submittal upload.

Checklist for New Construction / Alteration (s) – Commercial Construction:

1. Submit eight (8) complete packets of the following as well as electronic versions of all items listed below:
 - a. Application (1 original & 7 photocopies)
 - b. Narrative summary explaining the project and including any facts pertaining to this project which applicant feels may be of interest to the Board
 - c. Proposed topographic Plot Plan submitted with the building permit (8 photographs-not originals)
 - d. Complete full size Building plans that show the 4 exterior sides.
 - e. 11” x 17” floor plans for submittal & full-size floor plans for meeting & workshop.
 - f. Provide electronic versions of items listed above.

2. 20” x 30” Foam Poster Board with the following information:
 - a. Complete floor plans and color renderings (mounted on of all sides of proposed building, including elevations and landscape of proposed home.
 - b. Copy of filed Subdivision Plat
 - c. Name of the Subdivision as well as the Section, Block and Lot to be labeled in black at top of the board.

3. Required fees.

4. It would be preferable to the Board if the architect would appear at all meetings with the applicant.

Checklist FOR INDIVIDUAL LOT APPROVAL,

1. A 20”X 30” FOAM POSTER BOARD WITH THE FOLLOWING ATTACHED:
 - a. Street facing elevation(s) of the dwelling, grade specific
 - b. Photocopy of the proposed plot plan
 - c. Color chips of all proposed materials.
 - d. Spec Sheets on all proposed materials
 - e. Actual rendering or brochure picture of the proposed front door/sidelights (may attach one alternate door style also)
 - f. 8 ½”x 11” copy of subdivision, highlight specific lot
 - g. Name of subdivision and lot# in black at top of the board
 - h. Set of color photographs of all existing structures facing upon the same or intersecting street and within 500’ of the proposed new home. State on the reverse side of the photo the address of the structure and it’s location in relation to the proposed home.
 - i. Provide electronic versions of items listed above.
 - j. Complete full size Building plans that show the 4 exterior sides.
 - k. 11” x 17” floor plans for submittal & full-size floor plans for meeting & workshop.

Refer to schedule of fees

APPLICANTS ARE CAUTIONED THAT BUILDINGS MUST BE CONSTRUCTED IN STRICT COMPLIANCE WITH THE PLANS AND SAMPLES AS APPROVED BY THE ARB. ANY CONSTRUCTION PERFORMED IN VIOLATION OF THE PLANS AND SAMPLES IS SUBJECT TO ENFORCEMENT BY THE VILLAGE TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW.



277 OLD NYACK TURNPIKE, CHESTNUT RIDGE, NY 10977 / 845-425-2805 / FAX 845-352-6277

**APPLICATION TO THE ARCHITECTURAL REVIEW BOARD
OF THE VILLAGE OF CHESTNUT RIDGE**

Project File Number (To be Completed by Village):

Date: _____

Name of Subdivision and / or Property:

Applicant's Name, Address, Phone Number, e-mail:

Applicant's Signature:

Property Owner's Name, Address, Phone Number, e-mail:

Relationship of Applicant to Owner:

Architect's Name, Address, Phone Number, e-mail:

Engineer's Name, Address, Phone Number, e-mail:

Attorney's Name, Address, Phone Number, e-mail:

Village of Chestnut Ridge
Architectural Review Board Application

Approximate Cost of Construction: _____

Tax Map: Section: _____ Block: _____ Lot: _____ Zone: _____

EXTERIOR MATERIALS LIST

SECTION: _____ BLOCK: _____ LOT#: _____

NAME OF SUBDIVISION: _____

| | COLOR | MATERIAL | MANUFACTURER |
|-----------------------|--------------|-----------------|---------------------|
| ROOF: | _____ | _____ | _____ |
| SIDING: | _____ | _____ | _____ |
| DECORATIVE SIDING: | _____ | _____ | _____ |
| SOFFITS & FASCIA: | _____ | _____ | _____ |
| TRIM: | _____ | _____ | _____ |
| SHUTTERS: | _____ | _____ | _____ |
| GARAGE DOORS: | _____ | _____ | _____ |
| DOORS: | _____ | _____ | _____ |
| DECK: | _____ | _____ | _____ |
| FIREPLACE: | _____ | _____ | _____ |

Village of Chestnut Ridge
Architectural Review Board Application

| | | | |
|-----------|--|--|--|
| LIGHTNING | | | |
| RAILING | | | |
| OTHER | | | |

NOTICE OF PROPERTY OWNER'S AFFIDAVIT

State of New York
County of Rockland ss.
Village of Chestnut Ridge

_____ being duly sworn deposes and says that he is the applicant, agent or attorney for applicant in the matter of the petition before the Village of Chestnut Ridge, Architectural Review Board affecting property located at:

And designated on the Town of Ramapo tax map as

Section: _____ Block: _____ Lot: _____

Village of Chestnut Ridge, Rockland County, New York.

that the following are all the owners of property within 500 feet of the perimeter of the property to which this appeal is being taken. Lists must be obtained from the Village's Assessor, Town of Ramapo Assessor's Office, 237 State Route 59, Suffern, NY 10901

Attach list behind this page

This affidavit is made in connection with such Application before the Village of Chestnut Ridge Architectural Review board, knowing full well that the Office of the Architectural Review Board of the Village of Chestnut Ridge relies on representations herein made.

Sworn to before me this _____ day of _____ 20 _____.

Notary Public

Petitioner's Signature