VILLAGE OF IRVINGTON
BUILDING DEPARTMENT
85 MAIN STREET
IRVINGTON, NEW YORK 10533
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ARCHITECTURAL REVIEW BOARD (ARB)

Architectural Review Board meetings are held the second and forth Mondays of the month.
Check the Village of Irvington website (www.irvingtonny.gov) for any changes in the schedule

The following are the requirements necessary for a review by the Architectural Review Board (ARB). The application will be complete when all requirements are submitted.

ADDITIONS AND NEW CONSTRUCTION

(Planning/Zoning Board approval required prior to applying to the ARB)

All information must be submitted to the Building Department ten (10) business days prior to the scheduled ARB meeting.

1. Completed Building Permit Application (Incomplete applications will be returned);
2. All plans must be submitted on a 24"x36" or smaller format;
3. One survey, signed and sealed showing existing conditions;
4. All plans will be to scale;
5. All plans will be legible;
6. All existing elevations affected by the application will be shown;
7. All site information must be shown (for example, but not limited to, walls, fences, off-street parking, walkways, patios, etc); as approved by the Irvington Planning Board
8. Details regarding colors and materials must be listed on the drawings. Colors matching existing materials must be listed in the application as well (catalogue illustrations of the fenestration specified);
9. Pictures of the existing structure and neighboring structures need to be brought to the meeting of the ARB;
10. All buildings, as defined by the Code of the Village of Irvington, will have correct height listed on drawings, materials and finishes to be indicated, and catalogue cuts of the same must be submitted;
11. Eight sets of drawings must be submitted (three stamped and signed);
12. Copy of approved site plan from Irvington Planning Board showing all sediment and erosion control, tree removal, construction access, and any other requirements set by the Planning Board
13. Exterior finish materials chart on all elevation pages
14. A statement attesting to general code compliance;
15. A statement of compliance with the New York State energy code.

FENCES

All information must be submitted to the Building Department ten (10) business days prior to the scheduled ARB meeting.

1. Completed Building Permit Application (Incomplete applications will be returned);
2. Eight (8) copies of a survey (must show all existing conditions) with location of proposed fence highlighted;
3. Eight copies of either:
   (a) a manufacturer's cut sheet showing proposed fence (as well as any gates, colors, arbors, or unique features),
   (b) Architect's drawings showing location, style, color, and dimensions of proposed fence;
4. All pool fences must meet NYS code for pool barriers;
5. All pool fences must meet 224-60 of the village code, including screening from the neighbors;
6. One (1) set of photos, including the area which is to be fenced, as well as adjoining properties.

SIGNS

Allowed in the Business Districts only

(Section 224-36-A-11 of the Village Zoning Code)

All information must be submitted to the Building Department ten (10) business days prior to the scheduled ARB meeting.

1. Completed Building Permit Application (Incomplete applications will be returned);
2. Eight (8) copies of a survey (must show all existing conditions);
3. Eight (8) copies of proposed sign drawing showing all dimensions, letter size, colors;
4. Eight (8) copies of elevation of the building with the proposed sign;
5. One (1) set of photos, including: the building or property where the sign will be installed, both buildings adjoining proposed building or property, any sign within 200' of proposed sign.
6. Temporary signs are prohibited, while waiting for ARB approval.

AWNINGS

Allowed in the Business Districts only

(Section 224-36-A-16 of the Village Zoning Code)

All information must be submitted to the Building Department ten (10) business days prior to the scheduled ARB meeting.

1. Completed Building Permit Application (Incomplete applications will be returned);
2. Eight (8) copies of a survey (must show all existing conditions);
3. Eight (8) copies of proposed awning drawing showing all dimensions, letter size, colors;
4. Eight (8) copies of elevation of the building with the proposed sign;
5. One (1) set of photos, including: the building or property where the awning will be installed, both buildings adjoining proposed building or property, any awning within 200' of proposed awning.

EXTERIOR ELEVATION CHANGES

All information must be submitted to the Building Department ten (10) business days prior to the scheduled ARB meeting.

1. Completed Building Permit Application (Incomplete applications will be returned);
2. Eight (8) copies of a survey (must show all existing conditions);
3. Eight (8) copies of proposed changes, including elevations, dimensions, cross sections, egress note when applicable.
4. One (1) set of photos, including: the building and property and both buildings adjoining proposed building or properties

Pools

(Planning/Zoning Board approval required prior to applying to the ARB)

All information must be submitted to the Building Department ten (10) business days prior to the scheduled ARB meeting.

1. Completed Building Permit Application (Incomplete applications will be returned);
2. Eight (8) copies of a survey (must show all existing conditions);
3. Eight (8) copies of proposed changes, including elevations, dimensions, cross sections, egress note when applicable.
4. All pool fences must meet NYS code for pool barriers;
5. All pool fences must meet 224-60 of the village code, including screening from the neighbors;
6. Location and size of each gate including hardware schedule
7. Compliance note stating that the pool barrier meets all state and local requirements
8. Copy of approved site plan from Irvington Planning Board showing all sediment and erosion control, tree removal, construction access, and any other requirements set by the Planning Board
9. **One (1) set of photos, including: the building and property and both buildings adjoining proposed building or properties**

Landscape Changes

(Some walls will require Site alteration Approval or Planning Board approval prior to submission to the ARB)

All information must be submitted to the Building Department ten (10) business days prior to the scheduled ARB meeting.

1. Completed Building Permit Application (Incomplete applications will be returned);
2. Eight (8) copies of a survey (must show all existing conditions);
3. Eight (8) copies of proposed changes, including elevations, dimensions, cross sections, egress note when applicable.
4. Eight (8) copies of manufactures specification and colors, Photos of materials to be used, location of project on survey or site plan
5. **One (1) set of photos, including: the building and property and both buildings adjoining proposed building or properties**