

VILLAGE OF IRVINGTON

BUILDING DEPARTMENT

85 MAIN STREET

IRVINGTON, NEW YORK 10533

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Web Site: www.irvingtonny.gov

09/21/2021 (ADMINISTRATIVE CHANGES ONLY)



ARCHITECTURAL REVIEW BOARD (ARB)

Architectural Review Board meetings are held the fourth 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**

1. Completed Building Permit Application (incomplete applications will be returned);
2. All plans must be submitted on a 24"x36" or smaller format;
3. (3) copies of a survey (must show all existing conditions) of which one copy is signed and sealed;
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.);
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. Three sets of drawings must be submitted (three stamped and signed);
12. Three (3) copies of approved site plan from the Irvington Planning Board (IPB) showing all sediment and erosion control, tree removal, construction access, and any other requirements mandated by the IPB;
13. A chart of exterior finish materials on all elevation pages;
14. A statement attesting to general code compliance;
15. A statement of compliance with the New York State energy code.
16. An unlocked flash drive with everything being submitted as separate PDF files

FENCES

1. Completed Building Permit Application (incomplete applications will be returned);
2. Three (3) copies of a survey (must show all existing conditions) with location of proposed fence highlighted;
3. Three copies of either:
 - (a) A manufacturer's cut sheet showing proposed fence (as well as any gates, colors, arbors, or unique features); or
 - (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 Section 224-60 of the Village Zoning code, including screening from the neighbors;
6. One (1) set of photos, including the area that is to be fenced, and adjoining properties.
7. An unlocked flash drive with everything being submitted as separate PDF files

SIGNS

Allowed in the Business Districts only
(Section 224-36-A-11 of the Village Zoning Code)
Sign & Awning Checklist is available on the Village Website (www.irvingtonny.gov)

1. Completed Building Permit Application (Incomplete applications will be returned);
2. Three (3) copies of a survey (must show all existing conditions);
3. Three (3) copies of proposed sign drawing showing all dimensions, letter size, colors;
4. Three (3) 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. An unlocked flash drive with everything being submitted as separate PDF files

AWNINGS

Allowed in the Business Districts only

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

Sign & Awning Checklist is available on the Village Website (www.irvingtonny.gov)

1. Completed Building Permit Application (incomplete applications will be returned);
2. Three (3) copies of a survey (must show all existing conditions);
3. Three (3) copies of proposed awning drawing showing all dimensions, letter size, colors;
4. Three (3) 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; and any awning within 200' of proposed awning.
6. An unlocked flash drive with everything being submitted as separate PDF files

EXTERIOR ELEVATION CHANGES

1. Completed Building Permit Application (Incomplete applications will be returned);
2. Three (3) copies of a survey (must show all existing conditions);
3. Three (3) 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.
5. An unlocked flash drive with everything being submitted as separate PDF files

POOLS

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

1. Completed Building Permit Application (incomplete applications will be returned);
2. Three (3) copies of a survey (must show all existing conditions) of which one copy is signed and sealed;
3. Three (3) copies of proposed changes, including elevations, dimensions, cross sections, and egress notes (when applicable);
4. All pool fences must meet NYS code for pool barriers;
5. All pool fences must meet Section 224-60 of the Village Zoning 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. Three (3) copies of IPB Approved Site Plan showing all sediment and erosion control, tree removal, construction access, and any other requirements set by the IPB;
9. **One (1) set of photos, including: the building and property and both buildings adjoining proposed building or properties.**
10. An unlocked flash drive with everything being submitted as separate PDF files

LANDSCAPE CHANGES

(Some walls will require Site Alteration Approval or IPB Approval prior to submission to the ARB)

1. Completed Building Permit Application (incomplete applications will be returned);
2. Three (3) copies of a survey (must show all existing conditions);
3. Three (3) copies of proposed changes, including elevations, dimensions, and cross sections ;
4. Three (3) copies of manufacturer's specifications 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.**
6. An unlocked flash drive with everything being submitted as separate PDF files

SOLAR PANELS

Please see the Solar Panel Check List Available on the Village Website for Requirements (www.irvingtonny.gov)