
Town of Orangetown

Historic Areas Board of Review

Information Sheet

APPLICATION INSTRUCTIONS:

The following items are required in order to accept an application:

1. A **Building Permit Denial** issued by the Building Department.
2. A signed and dated completed Part I of the **BOARD APPLICATION**.
3. A copy of the **Deed** to the present owner of the property.
4. Agents must have **written authorization** from the owner to appear in front of the Board.
5. A **list of abutting property owners** and those across the street, obtained from the Town Assessor's Office., together with stamped addressed #10 envelopes without return address. Do not use postage meter.
6. Since the review is concerned with exterior design, it is very important to **have your architect present**.
7. A minimum of **Ten copies of all plans**. Drawings are to be dimensioned, showing the scale used.

-In the Historic Areas, all construction requiring a Building Permit or any exterior changes to buildings over 100 years old, requires approval from the Historic Areas Board of Review. Please be aware that the application process takes approximately 21 day, depending upon time of submission, to appear in front of the Board.

For more information call the Historic Areas Board of Review Office at 359-8410, ex. 615. Local Law 4 (1965/67) governs the Historic Areas in Tappan and Palisades, and is available for inspection and/or purchase.

8. All Plans shall included the following information on the plan:

- A vicinity map
- Floor Plans and Sections.
- Elevations with exterior materials and color schemes. Samples must be furnished.
- All exterior mechanical equipment and Signs, if incorporated in the proposal.
- Elevations to scale of existing building and photos, showing relationships to proposed alterations/ additions. Provide same information for buildings within 100 ft of new structure.

Fee Schedule: \$50.00

All Reviews: \$50.00

Important Information:

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| 1 | The Board meets the second Tuesday of every month, call for dates. |
| 2 | A Building Permit Denial must be included with your application. |
| 3 | Bring Building Material Samples to the meeting. |
| 4 | Consultation: It is advisable to have your architect and yourself consult with the Board before the preparation of final drawings for approval. |
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