

Town of Orangetown Historical Areas Board of Review 2011 Information Sheet

20 Greenbush Road, Orangeburg, New York
845-359-8410, ex 623 or 615

THE FOLLOWING ITEMS ARE REQUIRED IN ORDER TO ACCEPT AN APPLICATION:

1. A signed and dated completed Part 1 of the Board Application.
2. A Building Permit Referral, signed by the Director of the Department. Historic Board applications that are referred from the Planning Board or consultations do not require a Building Permit Denial.
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. Contract Purchaser may file a copy of the contract.
5. A list of Names/Addresses of all property owners within 200 feet of perimeter of site, obtained from the Tax Assessor's Office. Application must include a map of tax lots noting 200 foot radius line as applicable, measuring from all points on property line, not from the center of the site, (excluding public roadways, right of ways, public utility or public entity). Names and addresses must be placed on stamped #10 envelopes, without return address. Do not use a 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 sets of architectural plans, **signed and sealed by the appropriate New York licensed professional** showing dimensions and height of existing and proposed construction. Floor plans may be needed for clarification. A simple scale drawing is not acceptable.
8. All plans shall be for construction purposes (ie. Building Department submission) and must include 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.
 - ⇒ Dimensions and elevations to scale of existing building showing relationships to proposed alterations/additions and dimensions. Label windows, doors and all distinguishing features. Provide same information for buildings within 100 feet of new structure. Provide photographs of the building and surrounding area at the meeting.
 - ⇒ Gutters and leaders and disposition of runoff must be indicated on all plans.

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Once scheduled for a meeting date, all applicants are required to erect signs containing information regarding the public hearing on every lot corner and once every 100 feet facing each public street on which the property abuts, see Chapters 21 and 21A of the Town of Orangetown Town Code. Such signs shall be obtained from the Historic Areas Board of Review Office.

All Reviews: \$50.00

1. The Board meets the second Tuesday of every month, unless noted otherwise.
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.

In the Historic Area, all construction requiring a building permit or any exterior changes to buildings constructed prior to 1918, requires approval from the historic areas board of review. Please be aware that the application process takes approximately 21 days, depending upon the time of submission, to appear before the board.

For more information call the historic areas board of review office at 359-8410, ext. 623 or 615.

**Chapter 12, Historic Areas adopted by the Town Board 7/28/97 governs the historic areas in Palisades and Tappan and is available for inspection and/or purchase.
Town of Orangetown, 20 Greenbush Road, Orangeburg, New York 10962
orangetown.com 359-8410, ext. 623 or 615**

2011 MEETING DATES:

2nd Tuesday of every month, unless otherwise noted, In the Greenbush Auditorium, 20 Greenbush Road, Orangeburg, New York. All meetings start at 7:30 p.m.

January 11, 2011 February 8, 2011

March 8, 2011 April 12, 2011

May 10, 2011 June 14, 2011

July 12, 2011 September 20, 2011 (3rd Tuesday)

October 11, 2011 November 15, 2011 (3rd Tuesday)

December 13, 2011

QUESTIONS TO BE ANSWERED AND RETURNED TO THE
CLERK PRIOR TO YOUR HABR MEETING:

PLEASE STATE THE BRAND NAME, TYPE, STYLE, MODEL AND
COLOR NUMBERS:

1. Roof Shingles: _____

2. Siding (and Thickness): _____

3. Windows: _____

4. Any stone or rock being used on the structure and/or walkway(s):

5. Facade color schemes: _____

6. Any other specific materials being used in the construction and/or
renovation: _____
