

Village of Woodbury
Planning Board

Architectural Review Board
Procedures & Submission Standards

General – Architectural review shall be in general conformance with the provisions of Chapters 8 & 314 of the town code and as described herein.

Requirements

1. Application to Appear before Planning Board and ARB form
2. Plot plan with location of house and driveway
3. Front/rear/both side elevations of structure with existing and finished grade.
4. Artist rendering with manufacturer samples and/or photographs of proposed structures of sufficient detail to demonstrate to board the structure proposed for construction. Provide sufficient differing styles to avoid repetitive building types in development or on same street & within 300 feet of property under consideration (Board is charged with avoiding monotony of appearance and a sufficient number of building types must be submitted to satisfy these criteria. The minimum recommendation would be equal to the number of lots for up to 6 lots; eight for up to 20 lots and 12 for more than 20 lots. For very large or clustered developments, the board may revise this guideline).
5. List of colors and Manufacturer samples of siding and roofing
6. Escrow payment Residential Application - \$1,500.00
Commercial application - \$3,500.00
7. Bank Form completed for escrow account
8. In addition to 12 packets of documents submitted for distribution to the Planning Board and consultants – A digital copy/PDF of said documents must be submitted in the form of CD or via email.

All documents must be submitted to the Building Department two weeks prior to meeting date to be eligible for listing. Failure to submit all required materials may delay application.

Village of Woodbury
 Planning Board
 ARB Application

Date _____

Applicant _____

Premises Location _____

Section _____ Block _____ Lot _____

Manufacturer Style Colors

Roof _____

Exterior
(Wall) _____

Windows
(Non-glare) _____

Trim _____

Homes Style Names Number of Design variations Square Footage

All varying designs within style including bonus rooms and/or garage driveway locations from one section of home to another are to be submitted.

VILLAGE OF WOODBURY
APPLICATION TO APPEAR BEFORE PLANNING BOARD

Name of Applicant: _____

Applicants Address: _____

Telephone No.: _____

Record Owner of Property: _____

Address: _____

Telephone No.: _____

Engineer or Surveyor: _____

Address: _____

Telephone No.: _____

Tax Map Designation: Section: _____ Block: _____ Lot: _____

Zoning District: _____ Number of Acres in Parcel: _____

Number of lots proposed subdivision: _____

Name of subdivision: _____

If other than residential, proposed construction:

PLEASE NOTE: PRIOR TO AN APPEARANCE BEFORE THE PLANNING BOARD YOU WILL BE REQUIRED TO POST ESCROW IN THE AMOUNT DETERMINED BY THE PLANNING BOARD FOR CONSULTING FEES. IF ESCROW AMOUNT AT ANY TIME REDUCES TO LOWER THAN 20%, ADDITIONAL FEES MUST BE POSTED TO CONTINUE BOARD APPEARANCES.

Planning Board meets the 1st & 3rd Wednesdays of every month. Fifteen (**15**) **sets** of **collated plans** must be submitted as well as a **digital copy** (CD or via email)

Print Applicant Name: _____

Applicant Signature: _____ Date: _____

Print Property Owner Name _____

Property Owner Signature: _____ Date: _____

Provident
Municipal Bank



Client Account Signature Card

Type of Account: Client Escrow Account

NON-INTEREST BEARING

INTEREST BEARING (The interest posted is subject to change at any time in the Bank's sole discretion.)

Account Number: _____

Account Title (Client Name): _____

Client Address: _____

City: _____ State: _____ Zip: _____

Initial Deposit: \$ _____ Cash _____ Check _____, Other FEED

BACKUP WITHHOLDING CERTIFICATION

TIN: _____

Under penalties of perjury, I certify that

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding,
3. I am a U.S. person (including a U.S. resident alien).

You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Signature: _____

Facsimile Signature(s) Allowed: Yes No

I certify that I am an authorized officer/partner/member of the Escrow Agent Company referenced below and agree to and acknowledge receipt of the Escrow Account Agreement Terms and Conditions, Statement Savings Account Disclosure and the Funds Availability Disclosure of Provident Bank.

Escrow Agent Signature: _____

Master Escrow Account #: _____

Master Escrow Account Title: _____

Escrow Agent Phone #: 845 928 7558

Corporate Services Use Only:

Date Opened: _____ Opened by: _____ Verified Date: _____ Verified by: _____

Return to: Provident Municipal Bank, Corporate Services, Montebello, NY 10901