

Village of Woodbury
Planning Board

Architectural Review Board
Procedures & Submission Standards

General – Architectural review shall be in general conformance with the provisions in Chapter 8 in the Village code and as described herein.

Requirements

1. Application to Appear before Planning Board and ARB form
2. Plot plan with location of house/driveway and or structure
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 per lot
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.
9. Application Fee \$75.00 – Check made payable to the Village of Woodbury.

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
 For Single Family Homes, Additions and Exterior Renovations

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

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: _____

PLANNING BOARD
AMOUNT OF ESCROWS

SUBDIVISIONS

RESIDENTIAL	\$3,000.00 per lot
COMMERCIAL	\$5,000.00 per lot

LOT LINE CHANGE

RESIDENTIAL	\$2,500.00
COMMERCIAL	\$5,000.00

SITE PLAN APPROVAL

New Structure or Use

\$5,000.00 per acre and .50 per square feet of structure

Existing Structure or Use

\$3,500.00 per acre and .25 per square feet of structure

INFORMAL WORK SESSION Fee of \$500.00

ARCHITECTURAL REVIEW BOARD

Residential	\$1,500.00 per lot
Commercial	\$3,500.00 per lot



Client Account Signature Card

Type of Account: Client Escrow Account

NON-INTEREST BEARING: []

INTEREST BEARING: [X] (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 _____

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: X 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 Sterling National Bank.

Escrow Agent Signature: _____

Master Escrow Account #: _____

Master Escrow Account Title: _____

Escrow Agent Phone #: 815 928 7558



Projected Water and Sewer Demand For Connection to Municipal System

To be completed by Applicant:

Date: _____

Project Name: _____

Project Address (Street Name & Number): _____

Tax Parcel(s) (Sec-Block-Lot): _____

Brief Project Description: _____

List Water and Sewer Connections Proposed (List each separately – Sanitary, Domestic, and/or Fire e.g. if two Domestic services are proposed list Domestic Water Service No. 1 and Domestic Water Service No. 2 below)	Diameter	Material	Length

Proposed Irrigation (Y/N): _____

Number of Hydrants Proposed: _____

Commercial Use (Type and Building Footprint (SF)): _____

Residential Use (Number of Units and Number of Bedrooms per Unit): _____

Projected Demand Summary (if more than one building, attach a Project Demand Summary Table):

1. Domestic Average Daily Demand (gpd): _____ (gpm): _____

2. Domestic Maximum Daily Demand (gpd): _____ (gpm): _____

3. Domestic Peak Hourly Demand (gph): _____ (gpm): _____

4. Lawn Irrigation Demand (gpd): _____ (gpm): _____

5. Required Fire Hydrant Flow (gpm): _____

6. Required Fire Sprinkler System Flows (gpm): _____

Additional Comments: _____

Additional Requirements:

- Attach a detailed project description including project demand calculations and back-up information.
- Attach a copy of site plan calling out block and lots and local vicinity with elevations in NAVD 1988, if elevations are not in NAVD 1988, please provide conversion factor.
- This form and backup calculations to be signed and sealed by a NYS PE.

The undersigned certifies that the information contained here in is true and correct to the best of his or her knowledge and that, if at any point prior to establishing service, the information herein changes, a revised application shall be submitted to the Water and Sewer Department:

Preparer's Name: _____

Preparer's Signature: _____ Date

Preparer's Email Address: _____

Preparer's Phone Number: _____

Below is For Administrative Use (To be Completed by Village)

Reviewed By Building Department: _____
Signature of Building Inspector Date

Reviewed By Village Engineer: _____
Signature of Village Engineer Date

Reviewed By Water & Sewer Department: _____
Signature of W&S Superintendent Date

To be completed by Water & Sewer Department:

Will Serve Decision for Water (circle one): Approved or Denied

Will Serve Decision For Sewer (circle one): Approved or Denied