



Town of East Fishkill
Dutchess County, New York
330 Route 376, Hopewell Junction, New York 12533
Telephone 845-221-2428

Architectural Review Board

Instructions for Applicants to the Architectural Review Board (ARB)

Local Law 3 of 1997¹ established the Architectural Review Board (ARB) for the purpose of serving both the interests of the Town as well as applicants seeking building design approval. Applicants should first review this law which defines the role of the ARB and the criteria that the ARB uses to determine the acceptability of the proposed building projects. The Board seeks to discharge its responsibilities in a professional and timely manner.

Meeting Time and Place

- 1) The ARB meets on the first Thursday of each month at 7:30 PM in the Town Hall when there are applications to be reviewed. Any changes to the regular meeting due to legal holiday conflicts or weather conditions will be posted on the East Fishkill Town website, <http://www.eastfishkillny.org/> or may be determined by calling the Planning Board office, 845-221-2428.
- 2) All requests for meetings with the ARB require a completed Application of the Architectural Review form, available from the Planning Board Office or online at <http://www.eastfishkillny.org/content/architectural-review-board>. This form, together with the supporting materials must be delivered to the **Planning Board Office** no later than 12PM (noon) the Monday before the meeting. If the meeting date has been changed to a day other than a Thursday, then the materials must be delivered at least three (3) working days before.
- 3) The applicant for the project and/or an individual authorized to act on behalf of the applicant must be present at the ARB review.

Preliminary Project Discussions

- 1) Applicants are encouraged to meet with the ARB for preliminary discussions of their projects. Since formal action will not be taken by the ARB after a preliminary discussion, these reviews do not require the level of documentation needed for a formal review.

ARB Application Submission Requirements

- 1) An executed Application for Architectural Review
 - **Projects requiring site plan review:**
Applications that include construction elements that require site plan approval and conformance with the NY State Building Code should be **submitted to the Planning Board Office**. Professional quality renderings and/or complete elevations must be prepared by a NY State registered architect or professional engineer.
 - **Projects NOT requiring site plan review:**
Applications for a renovation or modification that does not require site plan approval should be **submitted to the Building Inspector**. Where there is a change that requires ARB approval, **the applicant must submit application and plans to the Planning & Zoning office for ARB approval**. The drawing(s) do not need to be prepared by a licensed professional, but must be legible, to scale, and portray the architectural features to the same level of clarity as a registered architect or a professional engineer.

¹ <http://www.ecode360.com/7072129?highlight=arb>

- 2) Three (3) sets of the following documents:
 - a. Project location map and site plans
 - b. Description, photographs, and site views of the structures adjoining the proposed project that show the visual relationship and context to the proposed project.
 - c. Drawings to scale and/or renderings of the proposed project. All drawings and renderings must clearly portray the architectural features including any related structures and equipment, all to scale. Views must be provided for all sides of the building that will be visibly changed by the proposed construction.
 - d. Each elevation drawing must include a schedule of the external materials that will be visible. These schedules should list the manufacturers of the materials, the material part number and type, material texture where appropriate, and the finished colors.
- 3) A sample board of all materials that will be visible.

ARB Review

Once an application is received, the project will be placed on the next ARB meeting agenda for review. After the project has been formally presented to the ARB, the ARB will discuss any issues and determine if the design requires changes. A minimum of three (3) Board members must be present at the meeting for a vote to be held and a majority vote is necessary for a decision to carry. If it is determined that additional information is needed or the level of documentation provided does not meet the requirements listed above, the ARB will not take formal action. Minutes of the ARB meetings will be prepared after each meeting and provided to the Planning Board.

ARB Decision

The Board may either approve, approve subject to submission of specific minor modifications, minimal additional data/material changes, or disapprove the proposed exterior architectural features of the construction, additions, alterations or remodeling.

If the project does NOT require site plan review, the ARB will act within 62 days of referral of the full application, including architectural elevations. If the applicant does not submit elevations at the outset, the sixty-two-day period (rolling clock) shall not commence until such elevations are submitted.

If the project requires site plan review, the ARB shall not issue a final decision on the application until after the close of any Planning Board public hearing on the site plan, so that any public comments may be transmitted, and a negative declaration or SEQR findings has been issued by the Planning Board as lead agency, or until the ARB has made its own SEQR determination, if there is an uncoordinated review. The ARB will render its decision within 31 days after the close of the public hearing on the site plan.

Obtaining Building Permits

Once the application is approved by the ARB and all required Town of East Fishkill approvals have been obtained including site plan approval, the ARB will turn over the project design documentation to the Department of Engineering and Code Enforcement as part of the Construction Data Package (CDP). The completed project must be consistent with the approved CDP to be accepted by the Building Inspector.

Changes Made During Construction

After ARB approval, any architectural design changes or material color changes must be brought back to the ARB for re-review.

The ARB looks forward to working with you.

Please sign and date this form below to acknowledge its receipt.

Applicant’s Signature _____ Date _____