



VILLAGE OF WASHINGTONVILLE

9 Fairlawn Drive Washingtonville, New York 10992
Office: (845) 496-3221 | Building Department: (845) 496-7727

APPLICATIONS AND PERMITS

Attached please find the following documents attached and requirements for new signage.

1. **ARB Application Fee: \$100.00.** Please submit with Application.
2. **A New Tenant Permit Application Fee: \$250.00** (Includes Fire & Safety Inspection). Tenant applications must be completed before applying for a sign. This does not require an ARB Application.
3. **Sign Permit Application Fee: \$150.00 Minimum** (See Fee Schedule) A Village Board meeting will be held to approve your ARB application (once approved, a sign permit application may be submitted along with a check to the Building Department).
4. Listing of approved historic color pallet.
5. Listing of approved light fixture selections.

****PLEASE MAKE CHECKS PAYABLE TO THE VILLAGE OF WASHINGTONVILLE****

If you have questions regarding the applications, please contact us.



ARCHITECTURAL REVIEW BOARD VILLAGE OF WASHINGTONVILLE

9 FAIRLAWN DRIVE, WASHINGTONVILLE, NY 10992
OFFICE: 845-496-3221 | FAX: 845-496-1990

APPLICATION

All applications, drawings and documents must be submitted to Village Hall along with an electronic PDF Email: MSchiffmacher@washingtonville-ny.gov & Lmccormack@washingtonville-ny.gov
Applicants must include all sign details and specifics on drawings.

PLEASE DO NOT ORDER SIGNS BEFORE APPROVED

PROPERTY INFORMATION:

Business Name: _____
Address: _____
Section: _____ Block: _____ Lot(s): _____
Zoning District: _____ Dimensions (Or Acreage) of Parcel: _____

ARE YOU REQUESTING A SIGN APPLICATION FOR A DOWNTOWN STRUCTURE WITH MULTIPLES BUSINESSES: Yes: _____ No: _____

If **YES please follow **DOWNTOWN** guidelines when completing application.

SIGNAGE REQUIREMENTS FOR DOWNTOWN MULTI – BUSINESS STRUCTURES:

The Village Board has standardized signage for downtown structures with multiple businesses. Please follow these guidelines:

- **Colors:** **BACKGROUND** in Benjamin Moore Monterey White HC-27, **FONT** in Historical Black HC-190.
- **Shape:** Rectangular.
- **Lighting:** Gooseneck lighting in **BLACK**.

SIGNAGE REQUIREMENTS FOR DOWNTOWN FREESTANDING and NON- DOWNTOWN STRUCTURES:

Please follow these guidelines:

- **Colors:** Select **2 COLORS** from attached Historical Color Pallet
- **Color Pallet Selected** (Please complete attached form): ____ Yes ____ No

SIGNAGE REQUIREMENTS FOR BROTHERHOOD PLAZA, FULTON SQUARE, WASHINGTONVILLE PHARMACY PLAZA:

Must adhere to current signage regulations for your location.

PHONE NUMBERS & HIGH OR SEMI-GLOSS FINISHES OF ANY KIND ARE NOT PERMISSABLE

REQUEST REVIEW OF:

FAÇADE

SIGN **WINDOW SIGNS** must use **FONT** in Benjamin Moore Monterey White HC-27 **SIGNS** can **ONLY** cover 25% of the area.

LIGHTING | **APPLICANTS INCLUDING FIXTURES** | **SEE ATTACHED GUIDELINES**

Fixture Selection Included: ____ Yes ____ No

OTHER: _____

Project Description: _____

Sign Shape & Dimensions: _____

Sign Materials: _____

Hardware used: _____

How will the sign be mounted: _____

APPLICANT | OWNER INFORMATION:

Applicant: _____

Business Name: _____

Phone #: _____ Alt. Phone #: _____

Address: _____ Email Address: _____

Property Owner: _____

Phone #: _____ Alt. Phone #: _____

Address: _____ Email Address: _____

Design Professional: _____

Phone #: _____ Alt. Phone #: _____

Address: _____ Email Address: _____

Contact Person: _____

Phone #: _____ Alt. Phone #: _____

Address: _____ Email Address: _____

FEES: ARB APPLICATION: \$100.00

Amount Rec'd: \$ _____ **Check/MO Number:** _____

ARB Chairperson Approval

Date

Applicant Signature

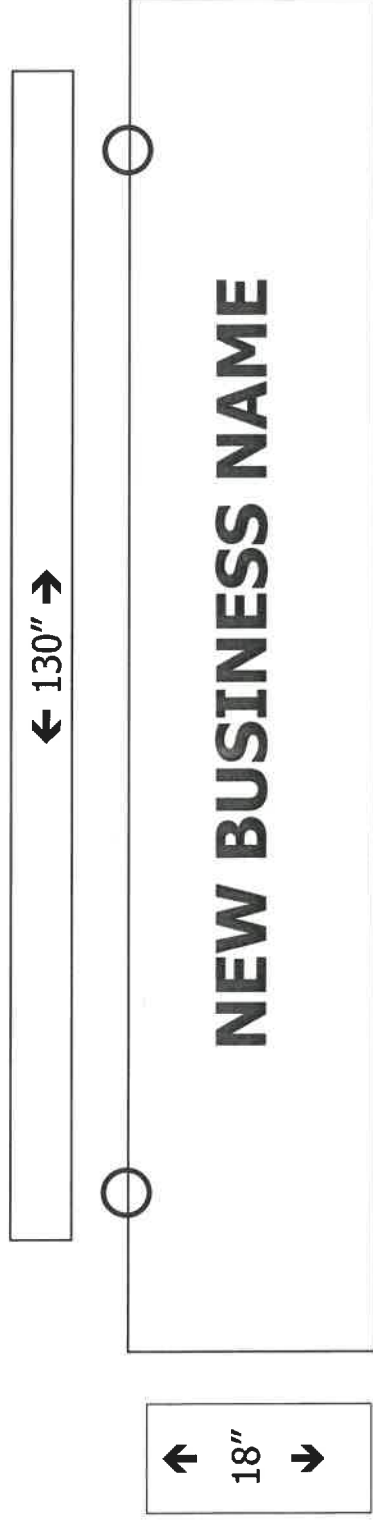
Date

OFFICE USE ONLY

Building Inspector sign reviewed: _____ (Initial's)

Revised Date: February 25, 2025, **Revised By:** MS

ARB SAMPLE SIGN RENDERING



EXAMPLE OF SIGN RENDERING - PDF MUST DISPLAY & LIST:

Shape: Rectangle

Finish: Matte

Background Color: Monterey White HC27

Font Color: Black HC190

Font Used: Tahoma

Logo: Design

Lighting: Goose Neck Lighting above sign – Shown with circles – lighting is optional, if selected must be BLACK.

NOTE: This is **ONLY** an **EXAMPLE** of what your sign rendering should look like when submitting your ARB Application. **

ARCHITECTURAL REVIEW BOARD APPLICATION

LIGHTING GUIDELINES

ALL **DOWNTOWN** APPLICANTS SELECTING THE USE OF OUTDOOR FIXTURES MUST USE THE BELOW **GOOSENECK IN BLACK FINISH**



Roll over image to zoom in

DENGBEJ 10 Inch Classic Outdoor Gooseneck Light with Extended Arm - Outdoor Sign Lighting, Retro, Restaurant, Store Sign Light

Visit the DENGBEJ Store
4.0 ★★★★★ 6 ratings | Search this page

-16% \$75.99

Typical price: \$89.99

FREE Returns

Apply \$10 coupon Shop items | Terms

30-day refund/replacement | Product support included

Size 10 Diameter - 1 Pc

10 Diameter - 1 Pc 10 Diameter - 2 Pack

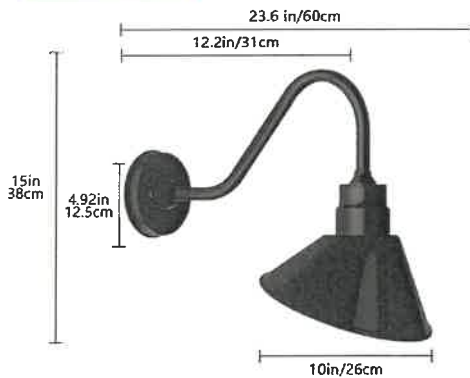
Brand DENGBEJ
Color Black
Material Metal
Style Garden
Light fixture form Sconce

About this item

- **Classic Gooseneck Lamp Design:** This gooseneck lamp features an elegant extended-arm gooseneck design, adding a touch of sophistication to its appearance. Elegant curved handrails create a pleasing aesthetic, while the black finish adds a sleek, modern touch that complements the overall style of the barn.
- **STRONG MATERIAL:** Outdoor Sign Lighting Coated with durable powder coating to provide superior protection even in the harshest environments
- **Light Fixture Dimensions:** The length of this light fixture is 23.5 inches, the width is 10 inches, and the height is 15 inches. (Wall Plate Size 4.95 inches)
- **Standard E26 Socket:** Compatible with any E26 medium base bulb, including LED bulbs or incandescent bulbs (bulb not included), the user-friendly bottom open design also makes it easier to replace the bulb, allowing you to install the wall light quickly and easily
- **Wide Applications of Gooseneck Lights:** Ideal for store sign lights, barn lighting, awnings, storefronts, wall lighting and many other great applications

See more product details

Dimensions



Lamp holder:	Yes	Water-Proof Label:	None
Voltage:	120V AC	Lamp body color:	Black
Material:	Iron	Applications:	Indoor/Outdoor/Bar



OFFICE USE ONLY

Light Selected: ___ Yes ___ No

Date Received: _____



HISTORICAL COLOR PALLET

TO BE COMPLETED BY **NON DOWNTOWN AND DOWNTOWN**
FREESTANDING STRUCTURES

PLEASE LIST YOUR COLOR SELECTION BELOW:

BACKGROUND COLOR: _____ FONT COLOR: _____

DOWNTOWN STRUCTURES WITH MULTIPLE / CLUSTERED BUSINESSES REQUIRED COLORS:

BACKGROUND: MONTEREY WHITE HC-27 FONT: HISTORICAL BLACK HC-190

REDS



Georgian Brick HC50



Hadley Red HC65



Garison Red HC66

BLUES



Hale Navy HC154



VanCortland Blue HC145



Philipsburg Blue HC159

YELLOWS
| GOLD



Hawthorne Yellow HC4



Princeton Gold HC14



Henderson Buff HC15

GREENS



Tate Olive HC112



Louisburg Green HC113



Georgian Green HC115

GRAYS |
BLACK



Kendall Charcoal HC166



Puritan Gray HC164



Black HC190

BROWNS
| TAN



Norwich Brown HC19



Whitall Brown HC69



Northhampton Putty HC89

WHITES |
BEIGES



Crown Point Sand HC90



Monterey White HC27



Lancaster Whitewash HC174



ARCHITECTURAL REVIEW BOARD

DECISION FORM

OFFICE USE ONLY

At this meeting of _____ the Board recommended the following action on
 the application of _____
 for **SIGNAGE** be:

- _____ Approved as submitted
- _____ Approved with modifications stated below:
- _____ Disapproved submitted to the conditions as stated below:
(check appropriate line)

Boards's Reasoning:

Date (mm/dd/yyyy)	Chairman/Mayor			
	Aye	Nay	Abstain	Absent
Tom DeVinko, Mayor	[]	[]	[]	[]
Donna Jacaruso, Deputy Mayor	[]	[]	[]	[]
Susan Walski, Trustee	[]	[]	[]	[]
Steve Presser, Trustee	[]	[]	[]	[]
Vernon Coleman, Trustee	[]	[]	[]	[]

- Cc: Original to Applicant
 (1) Building Inspector
 (5) Trustees
 (1) Planning Board
 (1) ZBA
 (1) Village Engineer
 (1) Village Clerk

PLEASE RETURN COMPLETED FORM TO
MSCIFFMACHER@WASHINGTONVILLE-NY.GOV &
LMCCORMACK@WASHINGTONVILLE-NY.GOV



ARCHITECTURAL REVIEW BOARD **STANDARDS AND REQUIREMENTS**

§ 315-97 Permits required: application and review procedure.

A. A permit issued by the Architectural Review Board (ARB) and a building permit issued by the Building Inspector shall be required to erect a new sign and to alter or relocate an existing sign.

B. A duplicate application for the ARB permit and the building permit shall be made on a form provided by the village, which application shall include:

(1) A scale drawing of the sign which shows size, content, color, typography and lighting.

(2) A sample or, if a sample is not available, a description of the material of the proposed sign.

(3) A written description of the proposed lighting.

(4) A sketch of the building which shows the relative scale and placement of the sign or, if the sign is not attached to the building, a sketch which shows the placement of the sign on the lot in relation to the building and lot lines.

C. The Building Inspector shall review the application with respect to all applicable requirements, except **§ 315-98**. The Building Inspector shall either approve or deny the application within 10 days after receipt of a complete application.

D. The Architectural Review Board is authorized to approve, approve with conditions or deny an application. All decisions of the ARB shall be in writing and supported by substantial evidence. All decisions shall be based on the characteristics of the proposed sign and its relation to the building, existing signs in the neighborhood and in the village generally, the purposes of this article and the standards and requirements set forth in this article.

E. The ARB shall review the application with respect to the standards, requirements and considerations set forth above. The applicant or the ARB may request a hearing with the applicant and ARB prior to any decision by the ARB. The ARB shall provide at least five days' notice and an opportunity for a hearing prior to any decision to deny an application or approve an application with conditions. Decisions by the ARB shall be made within 30 days after receipt of a complete application, unless the ARB reasonably determines that additional time is needed to schedule and hold a hearing with the applicant.

F. Any person aggrieved by a decision made by the Building Inspector or ARB may appeal that decision to the Zoning Board of Appeals in the same manner as provided in Article **XX** of the Code.

(6) One identification sign containing only the name(s) of the building occupant and posted in conjunction with doorbells or mailboxes, provided that the sign does not exceed 30 square inches.

(7) Address or announcement signs, provided that only one such sign is installed per business or resident at each entrance to the premises and provided that the sign area does not exceed two square feet.

(8) One sign advertising the sale, lease or rental of the premises upon which sign is located, provided that the sign area does not exceed eight square feet and the sign is not located closer than 10 feet to any street or lot line.

(9) Cautionary signs, including but not limited to, "danger" and "no trespassing" signs, provided that the sign area does not exceed two square feet.

(10) Font changes on an existing sign.

B. An existing sign which:

(1) Is altered or replaced solely due to a change in name or product;

(2) Is substantially similar to the existing sign;

(3) Is installed at the same location; and

(4) Complies with all provisions of this article is not subject to the permit requirements of § 315-97 but shall undergo review by the Architectural Review Board prior to any such alteration or replacement. Any such alteration or replacement which does not comply with all of the preceding conditions is subject to the permit requirements of § 315-97.

§ 315-100 Sign prohibitions and general restrictions.

A. Billboards shall be prohibited.

B. Roof signs shall be prohibited.

C. A cumulative total of one freestanding sign or wall sign is permitted per building or lot, whichever is less. However, the foregoing restriction shall not apply to a building located in the Industrial (I) Zoning District where the building contains more than one unrelated business, and each business has its own entrance to the street. In that event, each business may have one wall sign and the building may have one freestanding sign which identifies the businesses in the building. **[In addition, in the NB (Neighborhood Business) Zoning District, where the building contains more than one unrelated business, one freestanding sign per lot and one wall sign per business is permitted. {AMENDED 11-16-2004 by L.L. No. 2-2004}]**

Zoning District	Maximum Linear Dimension (feet)	Maximum Sign Area (square feet)
I	15	70
O&L	8	32
B-G	15	48
N-B	8	32 to 48 ¹
O-R	8	32
All other residential districts	6	24

¹ Note: In the N-B Zoning District, the maximum sign area permitted for a building containing four or fewer separate businesses is 32 square feet; the maximum sign area for a building containing five separate businesses is 40 square feet; and the maximum sign area for a building containing six or more businesses is 48 square feet

(2) The maximum height of a freestanding sign shall be 18 feet.

B. Wall signs.

(1) Maximum sign area.

Zoning District	Maximum Sign Area (square feet)
I	70
O&L	32
B-G	48
N-B	48
O-R	32
All other residential districts	24

(2) The maximum height of a wall sign is two feet; except in the Industrial (I) Zoning District the maximum height is three feet.

(3) Subject to the limitations in Subsection **B(1)** above, the horizontal dimension of a wall sign may comprise the entire building face but shall not extend beyond the sides of the building.

(4) A wall sign shall not project more than 12 inches from the wall to which it is attached.

(5) A wall sign shall not extend higher than the top of the parapet of a one-story building; or, if more than a one-story building, the top of the wall sign shall not extend higher than 15 feet above grade at the building line or the bottom of the sill of the second-story windows, whichever is less.

C. Iconic signs. An iconic sign shall be located not more than three feet from the building wall.

D. Sandwich board signs. A sandwich board sign shall be permitted with a maximum sign area of eight square feet.