



VILLAGE OF WARWICK

INCORPORATED 1867

Certificate of No Exterior Effect Application

Architectural and Historic Review Board (AHDRB)

Application Fee \$75.00

☐ Paid Check # _____

Applicant Information

Date _____

Name: _____

Mailing Address: _____

Phone Number: _____ Alt. Phone Number _____

Email Address: _____

Project Information

Business Name (if applicable) _____

Project Address: _____ S/B/L # _____

Property Owner: _____

* The certificate of no exterior effect or certificate of appropriateness required under §7-7 and §7-8 of this chapter as a condition precedent to any alteration relating to any improvement in property located within the (Historic) district.

Be sure to carefully read through the application and complete all sections and provide all requested information. Any missing or incorrect information will result in delays with the application process.

Please read the Village of Warwick Zoning Code, Article VIII Warwick Village Historic District §145-24 through §145-24.1, for information such as criteria, procedure, exceptions, etc.

The Zoning Code is available on the Village's website: www.villageofwarwickny.gov

Please read the Village of Warwick Code, Architectural and Historic District §5-1 through §5-6 and §7-1 through §7-14. The Village of Warwick Code is available on the Village's website:

www.villageofwarwickny.gov

The following information must be included with the application:

1. A typed letter addressed to the Architectural and Historic Review Board describing the intent of the project, please be sure to include details such as exterior aesthetic renovations, additions, and changes.
2. Include (if applicable) renderings such as site plans, examples of paint/stain colors, roofing, siding, windows/trim, chimneys, fencing, retaining walls, lighting, landscaping, paving, walkways, porches/decks, steps and any other exterior designs elements and materials.
 - a. If the project includes renderings or sight plans, please include (4) four paper copies as well as an electronic copy in the form of a PDF.

Completed applications along with all required paperwork can be dropped off or mailed to Village Hall, Attn. Building/Planning Department, P.O. Box 369, 77 Main Street, Warwick, NY 10990 and/or emailed to: planning@villageofwarwick.org

The certificate of no exterior effect or certificate of appropriateness required under §7-7 and §7-8 of this chapter as a condition precedent to any alteration relating to any improvement in property located within the district; including but not limited to houses, stores, warehouses, churches, schools, barns, fences, outhouses, pumps, gravestones, light fixtures, outdoor signs and other outdoor advertising fixtures. §7-3

§ 7-6. Regulation of alterations.

- A. It shall be unlawful for any owner or person occupying property located within the district, or any other person, to make, permit or maintain any alteration to any improvement located within the district unless the Board has previously issued a certificate of no exterior effect or a certificate of appropriateness.
- B. No application shall be approved and no permit shall be granted by the Building Inspector, Planning Board, Zoning Board of Appeals or Board of Trustees regarding the alteration of any improvement located within the district unless a certificate of no exterior effect or of appropriateness has been obtained from the Board. When such an application is received by the Building Inspector, Planning Board, Zoning Board of Appeals or Board of Trustees, a copy shall be sent to the Board, accompanied by a request for a certificate of appropriateness in relation to the work specified in the application.

The AHDRB meets on the 1st Tuesday of the month.

Please carefully review your application to ensure all required information is included with submission.

Any missing information will cause delays in the procedure.

Applicant Signature

Date

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwickny.gov



(845) 986-2031
FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

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**Property Owner Acknowledgement Form
(for use with sign applications)**

Project Information

Applicant Name: _____
Name of Business: _____
Address of Proposed Sign: _____

Property Owners Information

Name: _____
Mailing Address: _____
Phone Number: _____ Alt. Phone Number _____
Email Address: _____

I, _____, owner of _____,
(printed name of property owner) (address of property)
Warwick, NY 10990, grant permission to _____ to add a new sign or to
(printed name of applicant)
modify/relocate an existing sign located on my property.

Signature of Owner

Date

Form must be notarized.

State of _____

Subscribed and sworn before me this

County of _____

_____ day of _____, 20____

(signature of notary)

STAMP

This form must be completed, notarized, and presented with a New Sign Application or with an Alteration/Relocation Sign Application only if the sign applicant is not the property owner. (§ 145-81.C.6)
Missing paperwork will cause a delay in the review process.