

**ARCHITECTURAL AND HISTORIC DISTRICT REVIEW BOARD
VILLAGE OF WARWICK**

July 1, 2025

AGENDA

LOCATION:

VILLAGE HALL

77 MAIN STREET, WARWICK, NY

5:00 P.M.

Call to Order

Pledge of Allegiance

Roll Call

1. Introduction by Chair Michael Bertolini.
2. Acceptance of Minutes: June 3, 2025

The vote on the foregoing motion was as follows:

Michael Bertolini _____ Chris DeHaan _____ Jane Glazman _____

Matthew LoPinto _____ Glenn Rhein _____

Discussion

1. **2 Oakland Ave; Oak & Rail; Erin Scoville**

Seeking approval of Certificate of No Exterior Effect & Alteration/Relocation of Permanent Sign

A. Color and Design of Sign

2. **26 Main St.; Cathy White**

Seeking approval of Certificate of No Exterior Effect

A. Seeking approval of Colors for Building and Doorway

3. **8 Forester Ave; Edward Jones; Ryan O’Leary**

Seeking approval of Certificate of No Exterior Effect & New Permanent Sign

Seeking approval of New Permanent sign

Discussion:

No discussion items

Adjournment



VILLAGE OF WARWICK
INCORPORATED 1867

Date Submitted: 6/10/25

SIGN APPLICATION TO BE APPROVED BY BUILDING INSPECTOR

Project Name: Oak & Rail Studio

Address: 2 Oakland Ave

Sign Design is Approved:

1. Zoning District: CB

2. Sign Type: PROTECTING SIGN

3. Size: OK 145-81 D.5.a

4. Design: OK 145-81 J.2.d & 145-81 J.3

5. Lettering Percentage: OK 145-81 J.3.

6. Location of Sign: OK EXISTING BRACKET 145-81 J.2.d

7. Illumination: NO PROPOSED LIGHTING

COMMENTS: ALL OK

Boris Rudzinski, Building Inspector:

30"x16" double side
matte black/light gray font



Placing on existing Bracket

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

VILLAGE OF WARWICK
INCORPORATED 1867

Alteration/Relocation of a Permanent Sign Application

Application Fee \$50.00

☐ Paid Check # 1781

Project Information Date: 6/2/25

Applicant Name: Erin Scoville

Name of Business: Oak + Rail Studio

Project Location: 2 Oakland Ave Warwick, New York 10990

Mailing Address: 2 Oakland Ave, Warwick NY 10990

Phone Number: 845-863-5773 Alt. Phone Number:

Email Address: erinscove@gmail.com

I, the applicant, am the property owner of the project location

☐ Yes, Date:
owner's signature

☒ No **If the applicant is not the property owner, then the applicant must present a **notarized** Property Owner Acknowledgement Form along with this application. (§ 145-81.C.6) See attached form.*

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 Signs §145-81 through §145-99, for information such as design criteria, illumination, prohibited signs, etc.

The Zoning Code is accessible on the Village's website www.villageofwarwick.org

1. For signs to be located on buildings, linear frontage of the building is required 35 ft by 40 ft
feet/inches

2. Zoning district: CB
- *To find your district go to: <https://villageofwarwick.org/wp-content/uploads/2018/01/zoning-map-2017-v2-090317.pdf>

- a. The project is zoned within the Historic District: ☒ Yes ☐ No

*Please use the following link to see the Historic District boundaries:

[https://villageofwarwick.org/postings/compplan/Fig4--historic district.pdf](https://villageofwarwick.org/postings/compplan/Fig4--historic%20district.pdf)

**For projects located within the Historic District, A Certificate of No Effect or of Appropriateness is required from the Architectural Historic District Review Board (AHD RB). The review process takes place at an AHD RB regularly scheduled meeting. The Alteration/Relocation of a permanent sign within the Historic District does not need to be presented before the Planning Board. §7-3B.*

3. Sign Design: a scaled drawing of the sign showing the following:

***For sign guidelines, please visit the Zoning Code listed above.**

- Type of sign, shape, size, and materials.
- Graphic design, including lettering, pictorial matter, and sign colors with color swatches.
- The visual message, text, copy or content of the sign.

- d. The method of illumination, if any, including type of lamp, wattage, and the position of lighting or other extraneous devices. A photometric plan and manufacturers cut sheets showing lighting levels and potential glare from illumination may be required in accordance with § 145-91.C. and § 145-104.B.10 of the Zoning Law.
 - e. Landscaping, if any, including types of vegetation, location of plantings, and planting and maintenance schedule.
4. Sign Location: a plan, drawn to scale, shall be submitted showing the following:
- a. If a freestanding sign, a full description of the placement of the proposed sign, specifically its location on the premises, its orientation, and its position in relation to adjacent buildings, structures, roads, driveways, property lines, other signs, lighting fixtures, walls, and fences.
 - b. If an awning, window, wall, or projecting sign, the placement of the proposed sign, which shall include: location on the awning, window, wall or building; the size of the awning, window, or linear footage of the building; projection from the building, if relevant; and the proposed position of the sign in relation to adjacent signs and lighting fixtures.
5. If the applicant is not the owner of the property on which the sign is to be located written permission from the property owner is required. Please refer to the Property Owner Acknowledgement Form.
6. Attach or email a typed description describing the project in detail to planning@villageofwarwick.org

The Code Enforcement Officer shall determine that the sign will meet the criteria in §145-81.D and §145-81.J. If, in the judgment of the Code Enforcement Officer, sufficient doubt exists as to whether the application can comply with the design criteria, referral shall be made to the Planning Board within ten (10) days of receipt of the application at a regularly scheduled Planning Board meeting. §145-81.B.3

The Planning Board, within ten (10) days of its receipt of an application at a regularly scheduled Planning Board meeting, for a permanent sign alteration or relocation, shall refer the application to the Architectural Historic District Review Board (AHDRB) for comment. §145-81.B.3

The AHDRB shall review the application and provide comment to the Planning Board within thirty (30) days of its receipt of the sign application. Failure of the AHDRB to provide comment to the Planning Board within thirty (30) days shall be considered as no comment on a sign application. The Planning Board shall consider the comments of the AHDRB and the application shall then consider the design criteria §145-81.B.3

(For projects located within the Historic District) 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. Any building or fixture located within the district or subject to the provisions of this chapter, including light fixtures, outdoor signs, and other outdoor advertising fixtures. §7-3.B

The Planning Board meets the 2nd Tuesday of the month. The AHDRB meets on the 1st Tuesday of the month.

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

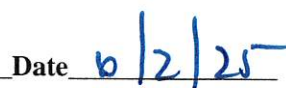
Any missing information will cause delays in the procedure.

Sign permits are valid for (6) months from the issue date.

Applicant Signature



Date



77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



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

VILLAGE OF WARWICK
INCORPORATED 1867

Property Owner Acknowledgement Form
(for use with sign applications)

Project Information

Applicant Name: Erin Scoville
Name of Business: Oak & Rail Studio
Address of Proposed Sign: 2 Oakland Avenue, Warwick NY 10990

Property Owners Information

Name: FREDERICK EUGENE URIGHT
Mailing Address: POB 594, WARWICK, NEW YORK 10990
Phone Number: (845) 986-2246 Alt. Phone Number (845) 723-9387
Email Address: GIND1989@LIVE.COM

I, F. EUGENE URIGHT, owner of 2 OAKLAND AVENUE,
(printed name of property owner) (address of property)

Warwick, NY 10990, grant permission to ERIN SCOVILLE to add a new sign or to
(printed name of applicant)

modify/relocate an existing sign located on my property.

F. E. Uright
Signature of Owner

5/20/25
Date

Form must be notarized.

State of _____
County of _____
SUBSCRIBED AND SWORN TO BEFORE ME
this 20th day of May, 2025,
by _____
STEPHAN KITAR
NOTARY PUBLIC, STATE OF NEW YORK
No. 01K6262319
Qualified in Orange County
Commission Expires May 21, 2028.

Subscribed and sworn before me this

20 day of MAY, 2025

(signature of notary)

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.

30"x16" double side
matte black/light gray font

OAK & RAIL
STUDIO

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



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

VILLAGE OF WARWICK

INCORPORATED 1867

Certificate of No Exterior Effect Application

Architectural and Historic Review Board (AHDRB)

Application Fee \$50.00

☐ Paid Check # 1780

Applicant Information		Date <u>6/2/25</u>
Name: <u>Erin Scoville</u>		
Mailing Address: <u>230 Van Keuren Ave, Pine Bush NY 12566</u>		
Phone Number: <u>845-863-5773</u> Alt. Phone Number <u> </u>		
Email Address: <u>erinscov@gmail.com</u>		

Project Information	
Business Name (if applicable) <u>Oak + Rail Studio</u>	
Project Address: <u>2 Oakland Ave Warwick NY</u> S/B/L # <u> </u>	
Property Owner: <u>Frederick Eugene Wright</u>	
<small>* 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.</small>	

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.villageofwarwick.org

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.villageofwarwick.org

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 6/2/25

Internal Use Only

☐ Application complete as per code

☐ Application reviewed by the AHDRB on _____
meeting date

☐ Approved

☐ Approved with modifications

☐ Denied

☐ Certificate of No Exterior Effect issued _____
date

☐ Applicant notified via email/letter

☐ Building Inspector, Mayor, Village Board, Planning Board, and ZBA have been notified of the decision. §7-12B

Internal Use Only

☐ Application complete as per code ☐ Property Owner Acknowledgement Form, if applicable

☐ Reviewed by Code Enforcement Officer, or one of similar authority

The project is zoned within the Historic District:

☐ Yes **If yes, then the application must be submitted to the AHDRB for review at a regular scheduled AHDRB meeting. Application is to be approved, modified, or denied via motion. A Certificate of No Effect or of Appropriateness is then issued to the applicant along with a sign permit. The Alteration/Relocation of a permanent sign within the Historic District does not need to be presented before the Planning Board. §7-3B.*

☐ Reviewed by AHDRB on _____ meeting date

☐ Approved with modifications _____

☐ Certificate of No Effect/Appropriateness issued

☐ No **If no, the application can be approved by the Code Enforcement Officer if deemed appropriate. If doubt exists, the Code Enforcement Officer refers to the Planning Board, who refers to the AHDRB creating a recommendation for the Planning Board to approve, modify, or deny. All final decisions, excluding the Code Enforcement Officer, must be made via motions at regular scheduled meetings.*

☐ Approved by Code Enforcement Officer, _____ on _____
name of licensing authority date

☐ Referred to Planning Board on _____
date

☐ Planning Board referred to the AHDRB via a motion on _____
meeting date

Recommendation of AHDRB

☐ Meets aesthetics criteria

☐ Approved with modifications _____

☐ Concerns (attached discussion from AHDRB)

☐ Recommendation presented to the Planning Board on _____
meeting date

☐ Approved by Planning Board

☐ Approved with modifications _____

☐ Denied, reason _____

☐ Sign Permit issued by the Code Enforcement Officer, _____ on _____
name of licensing authority date

Oak & Rail Studio

2 Oakland Avenue
Warwick, NY 10990
(845) 863-5773
erinscov@gmail.com

June 02, 2025

Village Hall
77 Main Street, PO Box 369
Warwick, NY 10990

Dear Members of the Architectural and Historic Review Board,

I am writing this letter on behalf of obtaining approval for my new business sign at 2 Oakland Avenue, Warwick NY 10990.

Since I plan to use the existing mount, located in the front of the building, there will be no new modifications made to the current exterior.

The size of the sign will also remain the same as the previous signage, which will measure 30"x16". It will be double sided, with the same layout and wording ... on both sides. The font will be in light gray with a matte black background. The sign is made of aluminum on both sides with a poly core center.

I hope this letter will help suffice in the approval for the new Oak & Rail Studio sign.

Thank you for you time.

Kind regards,



Erin Scoville

Owner of Oak & Rail Studio

*CSWhite19@Gmail.com *CNEE submitted in April



HC-190 BM
HC-86 BM





VILLAGE OF WARWICK
INCORPORATED 1867

Date Submitted: 6/17/2025

SIGN APPLICATION TO BE APPROVED BY BUILDING INSPECTOR

Project Name: Edward Jones

Address: 8 Forester Ave

Sign Design is Approved:

1. Zoning District: CB - CENTRAL BUSINESS DISTRICT

2. Sign Type: MONUMENT SIGN

3. Size: OK 145-81.1

4. Design: OK 145-81.1, 2, C 145-81.1

5. Lettering Percentage: OK 145-81.1, 3

6. Location of Sign: BENCH PLACED IN PREVIOUSLY APPROVED LOCATION

7. Illumination: NO PROPOSED ILLUMINATION

COMMENTS _____

Boris Rudzinski, Building Inspector: [Signature] 6/23/2025

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



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

VILLAGE OF WARWICK
INCORPORATED 1867

New Permanent Sign Application

Application Fee \$50.00

☒ Paid Check #

100 CH 10808

Project Information

Date: 6/4/25

Applicant Name: RYAN O'LEARY, CFP

Name of Business: EDWARD JONES

Project Location: 8 FORESTER AVE, WARWICK S/B/L #

Mailing Address: 8 FORESTER AVE WARWICK NY 10990

Phone Number: 845-987-7220 Alt. Phone Number:

Email Address: RYAN.O'LEARY@EDWARDJONES.COM

I, the applicant, am the property owner of the project location

☐ Yes, _____ Date: _____
owner's signature

☒ No *If the applicant is not the property owner, then the applicant must present a **notarized** Property Owner Acknowledgement Form along with this application. (§ 145-81.C.6) See attached form.

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 Signs §145-81 through §145-99, for information such as design criteria, illumination, prohibited signs, etc.

The Zoning Code is accessible on the Village's website www.villageofwarwick.org

- For signs to be located on buildings, linear frontage of the building is required _____ feet/inches
- Zoning district: _____
*To find your district go to: <https://villageofwarwick.org/wp-content/uploads/2018/01/zoning-map-2017-v2-090317.pdf>
- Sign Design: a scaled drawing of the sign showing the following:
***For sign guidelines, please visit the Zoning Code listed above.**
 - Type of sign, shape, size, and materials.
 - Graphic design, including lettering, pictorial matter, and sign colors with color swatches.
 - The visual message, text, copy or content of the sign.
 - The method of illumination, if any, including type of lamp, wattage, and the position of lighting or other extraneous devices. A photometric plan and manufacturers cut sheets showing lighting levels and potential glare from illumination may be required in accordance with § 145-91.C. and § 145-104.B.10 of the Zoning Law.
 - Landscaping, if any, including types of vegetation, location of plantings, and planting and maintenance schedule.

4. Sign Location: a plan, drawn to scale, shall be submitted showing the following:
 - a. If a freestanding sign, a full description of the placement of the proposed sign, specifically its location on the premises, its orientation, and its position in relation to adjacent buildings, structures, roads, driveways, property lines, other signs, lighting fixtures, walls, and fences.
 - b. If an awning, window, wall, or projecting sign, the placement of the proposed sign, which shall include: location on the awning, window, wall or building; the size of the awning, window, or linear footage of the building; projection from the building, if relevant; and the proposed position of the sign in relation to adjacent signs and lighting fixtures.
5. If the applicant is not the owner of the property on which the sign is to be located written permission from the property owner is required. Please refer to the Property Owner Acknowledgement Form.
6. Attach or email a typed description describing the project in detail to planning@villageofwarwick.org

Permanent new signs require the approval of the Planning Board. The Planning Board, within ten (10) days of its receipt of an application for a sign permit at a regularly scheduled Planning Board meeting, shall refer the application to the Architectural and Historic District Review Board (AHDRB) for comment. The AHDRB shall review the application and provide comment to the Planning Board within thirty (30) days of its receipt of the sign application. Failure of the AHDRB to provide comment to the Planning Board within thirty (30) days shall be considered as no comment on a sign application. The Planning Board shall consider the comments of the AHDRB and the application and shall approve, approve with modifications, or deny the application and notify the Code Enforcement Officer of its decision on this matter. If the sign application is approved, the Code Enforcement Officer shall issue a sign permit within fifteen (15) days of the Planning Board's decision. §145-81.B.2

A permit issued for an approved sign shall be valid for installation and/or erection of the sign for six (6) months from the date of the permit but may be renewed within thirty (30) days prior to the expiration, for good cause shown, for an additional six (6) months, upon payment of one-half (½) of the original fee. §145-81.B.4

Any person desiring to procure a permit for a new sign shall file with the Planning Board a written application on a form prescribed by the Village, including payment of the applicable fee as outlined in Chapter 63 "Fees" of the Village of Warwick Code. §145-81.C

(For projects located within the Historic District) 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. Any building or fixture located within the district or subject to the provisions of this chapter, including light fixtures, outdoor signs, and other outdoor advertising fixtures. §7-3.B

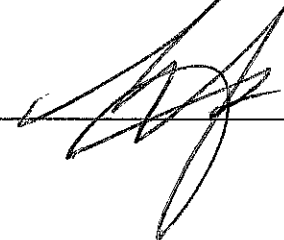
The Planning Board meets the 2nd Tuesday of the month. The AHDRB meets on the 1st Tuesday of the month.

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

Any missing information will cause delays in the procedure.

Sign permits are valid for (6) months from the issue date.

Applicant Signature



Date

6/17/25

Internal Use Only

☐ Application complete as per code ☐ Property Owner Acknowledgement Form, if applicable

☐ Planning Board referred to the AHDRB via a motion on _____
meeting date

☐ Application reviewed by the AHDRB for appropriateness on _____
meeting date

Recommendation of AHDRB

- ☐ Meets aesthetics criteria
☐ Concerns (attached discussion from AHDRB)

The project is zoned within the Historic District:

- ☐ Yes **If yes and approved, the AHDRB will issue a Certificate of No Effect or of Appropriateness to be given back to the Planning Board where the application for a sign permit is to be approved, modified, or denied via motion during a regular scheduled meeting.*
- ☐ No **If no, the application will receive a review and recommendation by the AHDRB which is handed back to the Planning Board for a final decision during a regular scheduled meeting. A Certificate of No Effect or of Appropriateness is not needed.*

☐ Recommendation/Certificate presented to the Planning Board on _____
meeting date

- ☐ Approved by Planning Board
☐ Approved with modifications _____
☐ Denied, reason _____

☐ Sign Permit issued by the Code Enforcement Officer, _____ on _____
name of licensing authority date



VILLAGE OF WARWICK
INCORPORATED 1867

Property Owner Acknowledgement Form
(for use with sign applications)

Project Information

Applicant Name: _____
Name of Business: Edward Jones
Address of Proposed Sign: 8 Forester Ave, Warwick, NY 10990

Property Owners Information

Name: Warwick, LLC (Robert M Kennedy)
Mailing Address: PO Box 600, Warwick, NY 10990
Phone Number: 845 986 4111 Alt. Phone Number _____
Email Address: RMK@kennedycoinc.com

I, Robert M Kennedy, owner of 8 Forester Ave,
(printed name of property owner) (address of property)

Warwick, NY 10990, grant permission to Edward Jones to add a new sign or to
(printed name of applicant)

modify/relocate an existing sign located on my property.

[Signature]
Signature of Owner

6/17/25
Date

Form must be notarized.

State of New York
County of Orange

Subscribed and sworn before me this

17th day of June, 2025
Kim Alyse Gratzel
(signature of notary)

STAMP

KIM ALYSE GRATZEL
NOTARY PUBLIC-STATE OF NEW YORK
No. 01GR6396883
Qualified in Orange County
My Commission Expires 08-26-2027

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.



VILLAGE OF WARWICK

INCORPORATED 1867

Certificate of No Exterior Effect Application

Architectural and Historic Review Board (AHDRB)

Application Fee \$50.00

☒ Paid Check # 100.00 10808 *Offic#*

Applicant Information		Date _____
Name:	<u>Ryan O'Leary</u>	
Mailing Address:	<u>Edward Jones</u>	
Phone Number:	<u>845-987-7720</u>	Alt. Phone Number _____
Email Address:	<u>Ryan.O'Leary@EdwardJones.com</u>	

Project Information	
Business Name (if applicable)	<u>Edward Jones</u>
Project Address:	<u>8 Furber Ave</u> S/B/L # _____
Property Owner:	<u>Kennedy</u>
<small>* 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.</small>	

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** _____

Internal Use Only

☐ Application complete as per code

☐ Application reviewed by the AHDRB on _____
meeting date

☐ Approved

☐ Approved with modifications

☐ Denied

☐ Certificate of No Exterior Effect issued _____
date

☐ Applicant notified via email/letter

☐ Building Inspector, Mayor, Village Board, Planning Board, and ZBA have been notified of the decision. §7-12B