

77 Main Street  
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## VILLAGE OF WARWICK

INCORPORATED 1867

### Certificate of No Exterior Effect Application

Architectural and Historic Review Board (AHDRB)

Application Fee \$50.00

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: _____
<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](http://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](http://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](mailto: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 1<sup>st</sup> 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** \_\_\_\_\_

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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