

**City of Middletown  
Architectural Board of Review  
Application**

ARB # \_\_\_\_\_ Date submitted \_\_\_\_\_

Meeting Date \_\_\_\_\_ Section \_\_\_\_ Block \_\_\_\_ Lot \_\_\_\_ address \_\_\_\_\_

INSTRUCTIONS

This application must be completely filled in and submitted to the BID Office or the Office of Economic & Community Development. If the applicant is not the owner, the owner of the building must give permission (see the bottom of this page).

A drawing must be submitted showing the location of the lot and buildings on premises, and the relationship to adjoining premises or public streets or areas. Description of layout of property must be on the diagram, which is part of this application, or be drawn as a separate item and submitted with this application.

This application must describe the nature and scope of the work to be performed, the materials and equipment to be used and the details of structural installations.

Upon approval of this application, the applicant will receive a certificate of appropriateness and then the Building Inspector will issue a building permit to the applicant together with an approved set of plans and specifications (if needed). Such permit, plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

LOCATION OF PROPERTY: \_\_\_\_\_  
(Give street number and name or name and distance from nearest cross street.)

***PLEASE ATTACH A CURRENT PHOTO***

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE: \_\_\_\_\_

\_\_\_\_\_ **This section to be completed by building owner** \_\_\_\_\_

BUILDING OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

I give permission for said tenant to proceed with the work described in this application.

Building owner's signature: \_\_\_\_\_

## City of Middletown Architectural Board of Review

1 Nature of work to be performed (check all that apply).

Painting: <input type="checkbox"/>	Demolition: <input type="checkbox"/>	Sign: <input type="checkbox"/>	Decks: <input type="checkbox"/>
Addition: <input type="checkbox"/>	other: <input type="checkbox"/>	Soffits: <input type="checkbox"/>	Pointing: <input type="checkbox"/>
Alteration: <input type="checkbox"/>	Roof: <input type="checkbox"/>	Cornices: <input type="checkbox"/>	Spindles: <input type="checkbox"/>
Repair: <input type="checkbox"/>	Window: <input type="checkbox"/>	Fences: <input type="checkbox"/>	Railings: <input type="checkbox"/>
			Steps: <input type="checkbox"/>

2a. Does your project require Planning Board approval?    yes \_\_\_\_\_ no \_\_\_\_\_

2b. Does your project require to Zoning Board?    yes \_\_\_\_\_ no \_\_\_\_\_

2c. Does your project require a building permit?    yes \_\_\_\_\_ no \_\_\_\_\_

If “yes” to any of the above, attach approval documentation

3. Total square footage of proposed building: \_\_\_\_\_

4. Size of lot: \_\_\_\_\_

5. Name of Engineer or Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

6. Name of contractor and/or sign company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Finish Date: \_\_\_\_\_

Provide a brief description of each of the following: Description of work to be done; materials being used; dimensions of work; color of paint, etc. Provide samples of paint colors; color renderings of signs, indicating dimensions and a color picture of the building indicating location of colors, signs or work to be done and product literature as appropriate. Some projects may require architectural renderings ie façade renovations or new construction.

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Insert extra pages as needed.

## City of Middletown Architectural Board of Review

I acknowledge that I have received Architectural Review Guidelines.

I understand and agree that no work on this request shall commence until written approval has been given by the Architectural Board of Review and the City of Middletown Building Inspector.

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR COMMISSION USE ONLY

RECOMMENDATIONS: Special Use Permit: \_\_\_\_\_

Variance: \_\_\_\_\_

Both: \_\_\_\_\_

Explain what variance or Special use permit is for: \_\_\_\_\_

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**For questions or guidance please contact John Degnan or Maria Bruni 845-346-4170.**

**Payment may be made by check or money order only, payable to City of Middletown.**

**Submit application to:**

**The Office of Economic & Community Development  
City Hall  
16 James Street  
Middletown, NY 10940**

## City of Middletown Architectural Board of Review

### ~10A-7. Penalties for Offenses.

Failure to comply with this ordinance is a misdemeanor, with fines of up to one hundred dollars (\$100.00) for each day of violation, plus the Corporation Counsel of the City of Middletown is authorized to seek an injunction halting any work done in violation of this ordinance, and a violator will pay reasonable attorney's fees for such legal action if the city is successful.

### ~10A-7.1. Fee Schedule. (Added 10/15/1991)

THE FEE SCHEDULE SHALL BE AS FOLLOWS:

Job Estimate	FEE
\$10,000 or under	\$10.00
\$10,001 to \$100,000	\$25.00
\$100,001 to \$500,000	\$50.00
\$500,001 to \$1,000,000	\$75.00
\$1,000,0001 or higher	\$100.00

### ~10A-8. When effective.

This ordinance shall take effect immediately.