



Architectural Review Board

116 Hampton Rd
Southampton, NY 11968

ADOPTED

ARCHITECTURAL REVIEW BOARD RESOLUTION (ID # 40844)

2022 policies for the ARCHITECTURAL review board

Policies and standards of operation for 2022 were adopted.

2022 POLICIES FOR THE ARCHITECTURAL REVIEW BOARD

The Architectural Review Board (ARB) adopted the following policies at its July 19, 2022 meeting:

General Standards:

- Any applicant can request a preliminary review by the ARB by submitting a written request to the Recording Secretary or Board Secretary.
- If review by the entire Board is required, Applicants or their Agents must be prepared to present the application to the Board and digital copies of drawings and materials, including a landscape plan, should be presented and submitted prior to the meeting.

Required Forms and Submissions

- ARB Application Form (new construction, additions and accessory structures; not required for referrals from Planning Board or Zoning Board of Appeals)
- Sign Permit Application (for signs)
- Elevation Plans – showing all sides of the proposed and existing structure
- Survey/Site Plan
- Landscape Plans, Renderings, Photographs, Samples and Color Chips (corresponding to pantone color reference numbers) *may* be requested by the ARB

Referrals from Planning Board:

- Referrals must be reviewed by the entire Board.
- ARB will vote on signage, if complete.
- ARB will transmit majority decision and comments, if any, to Planning Board.

Administrative Referrals from Planning Department:

- Referrals must be reviewed by the entire Board.
- ARB will vote.

Zoning Board of Appeals Referral:

- Referrals must be reviewed by the entire Board.
- ARB will vote on signage, if complete.
- ARB will transmit majority decision and comments, if any, to Zoning Board of Appeals or vote if design is complete and final.

Residential Structures:

- Residential structures under 5,000 sq. ft. may be reviewed by one Member of the Board, unless the Building Inspector designates the application as “substantial” pursuant to Town Code § 330-170(B).
- Applications which are designated by the Building Inspector as “substantial” must be reviewed by the entire Board per Town Code § 330-170(B).
- Residential structures over 5,000 sq. ft. must be reviewed by the individual Board Member assigned to the area in which the property is located and the Chair and/or Vice Chair. The Chair and/or Vice Chair may review alone if the individual Board Member assigned to the area is unavailable (due to recusal, vacation, etc.).
- Residential structures over 7,500 sq. ft. must be presented to the Board (by the Applicant or their agent) at a regular meeting.
- All metal structures must come before the entire Board, regardless of size.
- All metal roofs must be non-reflective.
- All lighting must adhere to the Outdoor Lighting Code set forth in Chapter 30, Article XXIX of the Town Code.

Signs:

- Building address number must be prominently displayed above or below the sign for emergency services (generally applicable to freestanding signs, but may apply to other signs).
- Logos on signs are generally disfavored, except minimal logos in the Highway Business (HB) zoning district.

Financial Impact

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John J. Leonard, Board Member
SECONDER:	Joseph Burke, Board Member
AYES:	Charrier, Rumph, Jankowski, Albert, Burke, Keyes, Leonard