

DESIGN REVIEW BOARD
PROCEDURES

Every application for a building permit that involves the exterior of a structure must be reviewed by the Design Review Board, which as provided in Sections 196.36 to 196-36.5 of Quogue Village Code. No such building permit will be issued without the approval of the Board. When an application is received, a committee of the Board will review it promptly. If the committee decides that the exterior of the proposed structure is of satisfactory design and is compatible with the character of the neighborhood, the member will approve it. If the committee has reservations regarding the design or compatibility, the committee will refer it to the full Board for review and a meeting will be scheduled.

On request, the Chairman or other member of the Board will advise on a proposed plan without an application being filed.

In considering an application for a permit, the Board will take into consideration, for example, the natural features of the site and surrounding areas, the exterior design and appearance of existing structures, the character of the neighborhood, all with a view toward protecting and conserving the values and maintaining the character of the Village.

The factors the Board considers are set forth in the Section 196-36.3 of the Village Code. A copy of the Guidelines developed by the Board is available.

The Board holds a public meeting whenever it is deemed necessary as a result of the initial review by a committee. A public notice of each meeting listing the applications to be reviewed is published in the Southampton Press at least 10 days before the meeting. A copy of the public notice is mailed to the applicant and to all owners of contiguous property and properties directly across a street or body of water from the property that is the subject of an application.

At a meeting, the Board hears statements by the applicant and comments by neighbors and the general public. The Board may approve, or disapprove, an application with conditions or modifications to prevent or minimize harmful effects of the proposed construction or alteration.

Anyone aggrieved by a determination of the Board may appeal to the Board of Trustees by written appeal filed with the Village Clerk no later than 15 days after the date of the determination. Within 30 days after filing of an appeal, the Board of Trustees may consider the appeal and determine whether to affirm, reverse or modify the determination from which the appeal was taken.

Any person aggrieved by the determination of the Board of Trustees may bring an Article 78 court proceeding against the Board of Trustees to modify or overturn that determination.