



# ARCHITECTURAL REVIEW BOARD

## VILLAGE OF WASHINGTONVILLE

9 FAIRLAWN DRIVE, WASHINGTONVILLE, NY 10992  
OFFICE: 845-496-3221 | FAX: 845-496-1990

RECEIVED  
JAN 20 2026

### APPLICATION

All applications, drawings and documents must be submitted to Village Hall along with an electronic  
**PDF Email: [Lmccormack@washingtonville-ny.gov](mailto:Lmccormack@washingtonville-ny.gov)**  
Applicants must include all sign details and specifics on drawings.

**PLEASE DO NOT ORDER SIGNS BEFORE APPROVED**

**PROPERTY INFORMATION:**

Business Name: MEMORABLE MOMENTS EVENT VENUE of NY

Address: 32 West Main Street, Suite 3, Washingtonville, NY 10992

Section: 112 Block: 4 Lot(s): 18

Zoning District: Dimensions (Or Acreage) of Parcel:

**ARE YOU REQUESTING A SIGN APPLICATION FOR A DOWNTOWN STRUCTURE WITH MULTIPLES BUSINESSES:** Yes: \_\_\_\_\_ No: X

\*\*If YES please follow DOWNTOWN guidelines when completing application.

**SIGNAGE REQUIREMENTS FOR DOWNTOWN MULTI – BUSINESS STRUCTURES:**

The Village Board has standardized signage for downtown structures with multiple businesses.

Please follow these guidelines:

- Colors: BACKGROUND in Benjamin Moore Monterey White HC-27, FONT in Historical Black HC-190.
- Shape: Rectangular.
- Lighting: Gooseneck lighting in BLACK.

**SIGNAGE REQUIREMENTS FOR DOWNTOWN FREESTANDING and NON- DOWNTOWN STRUCTURES:**

Please follow these guidelines:

- Colors: Select 2 COLORS from attached Historical Color Pallet
- Color Pallet Selected (Please complete attached form): \_\_\_\_\_ Yes \_\_\_\_\_ No

**SIGNAGE REQUIREMENTS FOR BROTHERHOOD PLAZA, FULTON SQUARE, WASHINGTONVILLE PHARMACY PLAZA:**

Must adhere to current signage regulations for your location.

**PHONE NUMBERS & HIGH OR SEMI-GLOSS FINISHES OF ANY KIND ARE NOT PERMISSABLE**

**REQUEST REVIEW OF:**

FAÇADE

SIGN  WINDOW SIGNS must use FONT in Benjamin Moore Monterey White HC-27 SIGNS can ONLY cover 25% of the area.

LIGHTING | APPLICANTS INCLUDING FIXTURES | SEE ATTACHED GUIDELINES

Fixture Selection Included: \_\_\_\_\_ Yes \_\_\_\_\_ No

OTHER: \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Sign Shape & Dimensions:** \_\_\_\_\_

**Sign Materials:** \_\_\_\_\_

**Hardware used:** \_\_\_\_\_

**How will the sign be mounted:** \_\_\_\_\_

**APPLICANT / OWNER INFORMATION:**

**Applicant:** Marc Felix / MMEV Enterprises LLC

**Business Name:** Memorable Moments Event Venue of NY

**Phone #:** 845-281-5925 **Alt. Phone #:** 845-497-6300

**Address:** 400 Rella Blvd, Suite 207-874, Montebello, NY 10901 **Email Address:** marc@memorablemomentsvenue.com

**Property Owner:** *Freitas Holding LLC.*

**Phone #:** \_\_\_\_\_ **Alt. Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Design Professional:** *DAVID FALKENMEYER - D and M SIGNS*

**Phone #:** 845-428-6026 **Alt. Phone #:** \_\_\_\_\_

**Address:** *35 DOLSON AVE, SUITE A* **Email Address:** *thesignguy@frontiernet.net*

**Contact Person:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Alt. Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**FEES: ARB APPLICATION: \$100.00**

**Amount Rec'd: \$** \_\_\_\_\_ **Check/MO Number:** \_\_\_\_\_

**ARB Chairperson Approval**

**Date**

**Applicant Signature**

**Date**

**OFFICE USE ONLY**

Building Inspector sign reviewed: *LM* (Initial's)  
Revised Date: October 21, 2025 Revised By: *LM*

## Lenka McCormack

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**From:** marc\_felix@frontiernet.net  
**Sent:** Tuesday, January 20, 2026 11:29 AM  
**To:** Lenka McCormack  
**Subject:** Signature info - Memorable Moments

### HVITS

**Warning:** Sender marc\_felix@frontiernet.net is not yet trusted by your organization.  
Please be careful before replying or clicking on the URLs.

[Report Phishing](#) [Mark As Safe](#)

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This is what I received from the sign contact person:

Rectangle 120 x 16, 96 x 12, 1/4 inches aluminum composite material with vinyl lettering. Snap hooks 300 lb rated. For hanging from existing hooks on building.

Marc Felix

[Sent from Yahoo Mail for iPhone](#)

s, text must be updated.

