



ARCHITECTURAL REVIEW BOARD VILLAGE OF WASHINGTONVILLE

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

APPLICATION

RECEIVED
JAN 20 2026

All applications, drawings and documents must be submitted to Village Hall along with an electronic PDF Email: 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: _____ (Initial's)
Revised Date: October 21, 2025 Revised By: LM

Lenka McCormack

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](#)

powered by Graphus®

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.

