



Village of Tuxedo Park

Welcome Packet

For new and current residents of the
Village of Tuxedo Park

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Mayor's Welcome

Dear New Resident,

Welcome to Tuxedo Park! I am pleased to provide this Welcome Packet to help orient you to the municipal processes and community amenities of your new home.

Nestled in the Ramapo Mountains, the Village of Tuxedo Park is a world apart from Manhattan just 45 miles south. Since 1980, the entire village has been listed on the prestigious National Register of Historic Places, in recognition of some 200 period houses built during the Gilded Age to complement a unique landscape of densely forested hills surrounding three lakes, which serve as our reservoir system. The Listing distinguishes us from other Lower Hudson Valley communities and underpins our real estate values.

We are a gated community with our own police force to protect at all hours 330 homes and 1,000 residents. We have access to quality public and private schools.

Inside the Village, recreational facilities available to all residents include a beach club and boat club, miles of walking trails that connect with the Harriman State Park, and our own 20-acre community nature preserve. The Tuxedo Club, a private, membership-based club is also located within the Village.

It takes a community to safeguard this special place. We have local laws and procedures to review architectural renovations, new constructions and landscape modifications, and we have a licensing system for landscapers and tree companies to ensure their compliance with environmental protection rules. We encourage you to become stewards by volunteering to serve on the architectural, planning and zoning boards, as well as various residents' committees and community organizations. The pages that follow describe these processes, organizations, and opportunities.

I am always available to answer questions and to hear suggestions. You can reach me by email mcitrin@tuxedopark-ny.gov and in person every Thursday at the Village Office from 6-7 PM. Members of the Welcome Committee are happy to

provide assistance, and Elizabeth Doherty, Village Clerk, edoherty@tuxedopark-ny.gov and John Ledwith, Building Inspector, jledwith@tuxedopark-ny.gov both at (845) 351 4745 are fonts of knowledge about Village matters.

If you would like to receive my monthly news e-mail message, please contact the deputy Village Clerk Denise Spalthoff dspalthoff@tuxedopark-ny.gov and request to be added to the mailing list.

I look forward to meeting you. Thank you.

Marc. D. Citrin

Key Contacts

Mayor Marc. D. Citrin
Deputy Mayor Michele Lindsay
Trustee Paul Brooks
Trustee Joshua Scherer
Trustee Jedediah Turner

mcitrin@tuxedopark-ny.gov
mlindsay@tuxedopark-ny.gov
pbrooke@tuxedopark-ny.gov
jscherer@tuxedopark-ny.gov
jturner@tuxedopark-ny.gov

Suggestions:

Suggestions@tuxedopark-ny.gov

Village of Tuxedo Park website
Village Clerk/Treasurer Elizabeth Doherty
Building Inspector John Ledwith
Deputy Clerk Denise Spalthoff
Police Chief Allen Faust
Police Department email

www.tuxedopark-ny.gov
edoherty@tuxedopark-ny.gov
jledwith@tuxedopark-ny.gov
dspalthoff@tuxedopark-ny.gov
chief@tuxedopark-ny.gov
police@tuxedopark-ny.gov

Village of Tuxedo Park Office (845) 351 4745
(To reach Village Clerk, Building Inspector, Deputy Village Clerk, Department of Public Works, Water Department and other Village staff)

Village of Tuxedo Park mailing address 80 Lorillard Road, P.O. Box 31
Tuxedo Park, NY 10987

Police Department/entrance police booth (845) 351 4741

Fire, medical, and other emergencies 911 or Tuxedo Park Police Department (845) 351 4741

Poison Control (emergency) (800) 336 6997

Town of Tuxedo Clerk's Office (845) 351 4411
Tuxedo Park Library (845) 351 2207
www.tuxedoparklibrary.org

Tuxedo Park Post Office (845) 351 5426
Tuxedo Union Free School District (845) 351 2296

AT&T Telephone Repair (800) 288 2747
Verizon Telephone Repair (800) 837 4966
Optimum (845) 624 8200
Orange & Rockland Utilities (877) 434 4100

Good Samaritan Hospital, Suffern, NY (845) 368 5000
Hackensack University Medical Center, NJ (551) 996 2000
The Valley Hospital, Ridgewood, NJ (201) 447 8000

Village Office: The Information Center

The Village Clerk's Office is located at Village Hall, 80 Lorillard Road, at the site of the former stables for the Tuxedo Club. Office hours are Monday through Friday from 9:00 AM TO 4:00 PM. It is closed on public holidays and by special announcements. The Village Hall houses the offices of the Mayor, Village Clerk/Treasurer, Building Inspector and the Village Court. The main telephone number is (845) 351 4745. The Mayor, Village Clerk, Building Inspector, Department of Public Works, Water Department and other Village staff can be contacted via this general number.

The Village Office is the Village's information center. Here, you will find answers to questions such as property tax assessments, water billing, garbage and recycle schedules, landscapers' license requirements, Village building codes, construction review procedures, Village Code enforcement, list of architects and engineers who have worked in the Park, and the duties and processes of the Board of Trustees, Architectural Review Board, Planning Board and Board of Zoning Appeals, etc.

The Village Office maintains all Village records, including budgets, property tax and water bills, property records, banking records, payment to Village vendors, list of licensed landscapers/tree companies, etc.

As appropriate, questions relating to Village policies, the law, court, public works or water matters will be referred to the appropriate departments.



An Overview of the Process for New Construction, Renovation of Existing Buildings, Landscape Modifications

In accordance with the National Register of Historic Places designation of the Village of Tuxedo Park, all exterior changes to an existing property, new constructions as well as landscape modifications are subject to review for compliance with the NYS Building Code and Code of Village of Tuxedo Park by the Building Department and Board of Architectural Review, and as appropriate, additionally by the Planning Board and Board of Zoning Appeals. The Board of Trustees gives the final approval. All interior modifications, including plumbing, electrical, and structure must meet New York State Building Code and is subject to review and approval by the Village Building Department.

The Village Building Inspector John Ledwith will provide guidance on the review process and required documentation. He is also the Village's Code enforcement officer. John can be contacted at (845) 351 4745, jledwith@tuxedopark-ny.gov

The following pages provided more details on the Board of Architectural Review, Planning Board, and Board of Zoning Appeal.



Board of Architectural Review

The Board of Architectural Review (BAR) process covers:

- New home construction
- Additions
- Renovations
- Maintenance
- Landscaping
- Children's Playgrounds/Tree houses

The BAR seeks to foster a collaborate approval process with each applicant who wishes to renovate and/or construct on their property and alter their landscape to enhance their property and the community. Our Design Guidelines set forth the design and construction standards expected from each home and property owner residing in Tuxedo Park. A copy of the **Design Guidelines** is available in the Village Office or online at www.tuxedopark-ny.gov/sites/g/files/vyhlf6941/f/uploads/design-guidelines-march-2012.pdf

The Village of Tuxedo Park values its listing on the National Register of Historic Places and seeks to safeguard its unique historical heritage.

As such, the property owner of each home has the responsibility of stewardship in maintaining design and construction standards that make their home and property and the Village of Tuxedo Park a very special place to live for themselves, their neighbors, and for future generations.

The BAR consists of 5 voting members. Our members bring together experience from various fields and we share a passion for the preservation of our unique historic community. In addition, the BAR is supported by an engineer, the Village Building Inspector, a recording secretary, and an attorney. The BAR meets twice monthly on the first and third Monday of each month at 5:30 PM.

All applicants are strongly encouraged to discuss their projects with the Building Inspector prior to coming to a BAR meeting. This ensures a smooth, efficient process which enables each applicant to come fully prepared with the proper documentation necessary for the project to be carefully reviewed and approved in a timely manner.

Planning Board

The Tuxedo Park Planning Board (PB) reviews applications for new houses on lots where there has not previously been development and applications for subdividing properties into additional lots. While the Board of Architectural (BAR) reviews the architectural design of a house, the Planning Board works with a new house applicant to confirm important planning considerations, including:

- 1) Determining an appropriate building envelope which respects the terrain and viewshed aspects of the property,
- 2) Designing the appropriate infrastructure, such as driveway/road access, utilities and sewer,
- 3) Confirming appropriate storm drainage systems,
- 4) Reviewing proposed engineering aspects of the proposed house and infrastructure.

Tuxedo Park is a national register Historic District. The Village office has a map of the **Ridgeline and Precipice District and the Gateway District**. These districts are intended to protect the important viewsheds within the Park. If you are considering building a house, please consult these maps to confirm whether your property is subject to the Ridgeline and Precipice or Gateway regulations as to house design and siting. The Village Builder Inspector, John Ledwith, has a package which outlines the requirements for building a new house. Residents considering subdividing their property should also consult with John Ledwith. Tuxedo Park Village zoning provides for 4-acre minimum zoning.

The Planning Board schedules meetings the first and third Wednesday of the month, at 7:30 PM. Application materials must be submitted to the Village Building Inspector 10 days in advance to be scheduled for the Planning Board agenda.

Board of Zoning Appeal

The Village of Tuxedo Park Zoning Code can be found in the Village Office or at www.tuxedopark-ny.gov (first click on OFFICE, then click on picture under VILLAGE CODE ONLINE.) The Code lists the requirements and limitations on buildings, driveways, walls and fences, tree cutting, signs, decks and terraces, and many other subjects.

Construction requires a building permit, which is issued by the Building Inspector. The Tuxedo Park Board of Zoning Appeals' (BZA) function is to hear appeals from those who are denied a building permit by the Building Inspector or to appeal decisions of Village's Board of Architectural Review.

The BZA is guided by five factors when making its decisions to grant or deny an appeal. These factors are:

1. Will an undesirable change be produced in the character of the neighborhood or a detriment to nearby properties be created by the granting of an area variance?
2. Can the benefit sought by the applicant be achieved by some method feasible for the applicant to pursue, other than an area variance?
3. Is the requested area variance substantial?
4. Will the proposed variance have an adverse effect or impact on the physical or environmental conditions in the neighborhood?
5. Is the alleged difficulty self-created? This consideration shall be relevant to the decision of the BZA but shall not necessarily preclude the granting of the area variance.

Here are a few examples of appeals that the BZA has heard: Fences or walls higher than 4 feet in the front yard or 6 feet in the side yard or within 2 feet of a property line or 5 feet from a road; buildings larger than 25% of the lot area; decks, porches patios, and terraces that when combined exceed 25% of the area of the building associated with them; buildings taller than 70 ft or 3 ½ stories.

Key Local Codes Concerning Property Care and Maintenance

It is the interest of all residents to preserve the historical character and rustic beauty of our Village. In particular, the following two Village Code provisions have a direct bearing on our efforts to do so:

Tree Removal Section 100-14

<https://ecode360.com/11136526?highlight=remove,removed,trees&searchId=27825968345296236#11136526>

Trees shall not be removed for any commercial purposes. No lot owner or agent shall be permitted to remove or top more than four live trees over five inches in diameter, as measured 48 inches above the ground, in any calendar year without approval from the Board of Architectural Review and a permit from the Board of Trustees.^[1] During new construction, trees may be removed only in the approved building area and along the approved driveway course to said building. Normal trimming or pruning of low branches may be carried out without a permit therefor.

Exterior Maintenance Standards Section 75-10

<https://ecode360.com/11135859?highlight=exterior,exterior%20maintenance%20standards&searchId=27826074264485227#11135859>

The exterior of all premises shall be kept free of the following matter, materials or conditions:

- A. Refuse, as hereinabove defined.
- B. Rubbish, as hereinabove defined.
- C. Construction materials.
- D. Abandoned, uncovered or structurally unsound wells, shafts, towers, chimneys, exterior cellar openings, basement hatchways, foundations or excavations.
- E. Abandoned iceboxes, refrigerators, boilers, hot-water heaters, television sets and other similar major appliances.
- F. Nuisances, as hereinabove defined.
- G. Vehicles or parts thereof, including boats and trailers, motorized or not, licensed or unlicensed, registered or unregistered, which vehicles or parts thereof are or have been junked, abandoned, dismantled or are in a state of visible disrepair.
- H. Fallen trees, limbs or branches within 50 feet of a public roadway or neighboring property line.
- I. Deteriorated fences.

[Added 1-21-1998 by L.L. No. 1-1998]

- J. Deteriorated structures.

[Added 1-21-1998 by L.L. No. 2-1998]

Residents' Committees and Volunteer Opportunities

Protecting and enhancing the quality of life in our beautiful village is the shared goal of every member of the community. To this end, various residents' committees have been established to champion causes including lake health, forest health, the environment, beautification, recreational facilities, historical preservation:

- Tuxedo Park Tree Advisory Board
 - Tuxedo Park Garden Club
 - Tuxedo Historical Society
 - Tuxedo Park Library
 - Village Boat Club
-
- The Tuxedo Park Fire Department
 - Tuxedo Volunteer Ambulance Corp

The two emergency services are volunteer organizations. They need help for firefighting and medical emergency response. Their members maintain response-readiness through continuous and regular hands-on drills and classroom training. They also invite assistance in department management.

These residents' organizations need volunteers to do their work. The pages that follow provide information on their activities and contact information.

They want to hear from you!



Tuxedo Park Tree Advisory Board



Welcome to Tuxedo Park!

Our beautiful, forested landscape is probably one of the key reasons you choose to live here. Trees are a very important natural asset: their root systems reduce surface water runoff and soil erosion from one property to another and they filter rainwater that flows into Tuxedo Lake, our reservoir. Trees oxygenate our air, provide shade for heat control, and nurture a wildlife habitat rich in biodiversity. Our woodlands provide a unique sense of place to our period houses, thus earning the Village a listing on the prestigious National Register of Historic Places. Our green landscape enhances property value.

The Tree Advisory Board (TAB) is a member of the national organization, Tree City USA. We promote sustainable tree care practices to Village residents through our website www.tptreeboard.org, regular newsletters, nature walks, and seminars, covering such topics as using trees to frame views, controlling the spread of invasive vegetation, planting appropriate trees and shrubs that will thrive in our environment, and planting vegetative buffers along lake front properties to safeguard the quality of our drinking water.

We also work to improve the ecology of Village-owned land. Our focal project is to transform a 20-acre former horse racing track that had been abandoned since the 1940s into a biodiverse community nature preserve. The ambitious project began in 2016. Today, we have an expansive meadow of native flowers and grasses, accessible by meandering paths and surrounded by a robust forest. Maintenance and enhancement work is ongoing. Residents take long walks there, often with their pets. They bird-watch and immerse themselves in nature. The local schools use the site for science classes. To learn about the history and ecology of the Preserve, personal guided tours can be arranged by contacting tptreeboard@gmail.com.

The work on the Race Track Nature Preserve is funded entirely by private donations. The Friends of the Race Track Nature Preserve are actively fundraising to enable us to continue to retain the services of Larry Weaner Landscape Associates, a native meadow landscape specialist well-known for environmentally responsible work, including at Croton Point Park for the NY Department of Environmental Conservation.

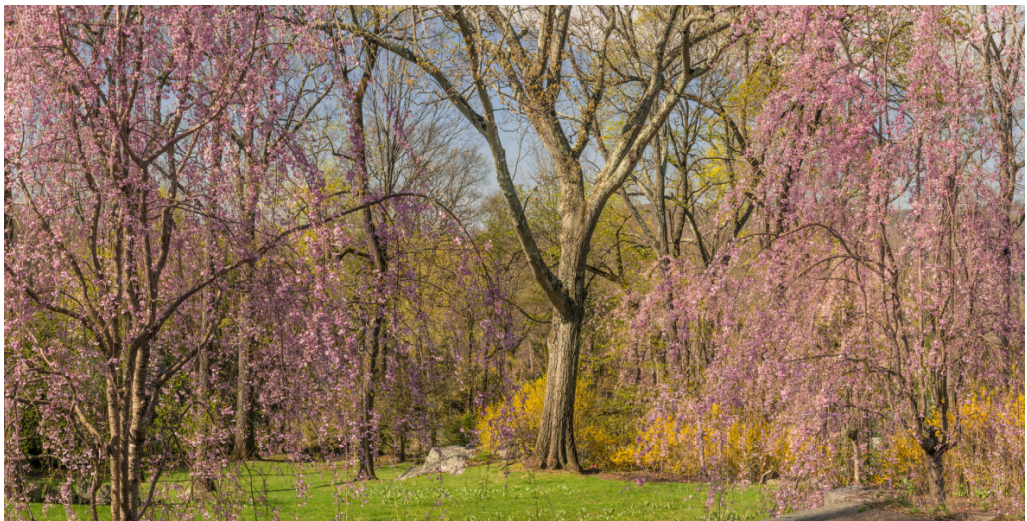
TAB and the Race Track Nature Preserve need your support. Please contact Christopher Gow, Chair, Tree Advisory Board, tptreeboard@gmail.com if you are interested in knowing more about what we do or in volunteering.

Tuxedo Park Garden Club

Have you ever wondered how the colorful flowers and plants that grace Tuxedo Park's entry and many communal areas throughout our community got there? They are all the handiwork of the Tuxedo Park Garden Club (TPGC), a volunteer not-for-profit organization. These community projects are solely funded by the generous donations of our residents. Thank you for your support!

TPGC members are Tuxedo Park residents with a thirst for knowledge and a love of gardening. Some are master gardeners, and some are novices, but all are devoted to preserving and enhancing the natural and historic beauty of the Village of Tuxedo Park and Hamlet of Tuxedo. Garden Club members also enjoy monthly programs that feature guest speakers and visits to gardens throughout the Hudson Valley and beyond, funded by member dues.

We welcome your active participation. If you are a Tuxedo Park resident interested in learning more about gardening and want to become a member, please contact tuxedoparkgardenclub@gmail.com, Tuxedo Park Garden Club, P.O. Box 784, Tuxedo Park, NY 10987.



Tuxedo Historical Society

Founded in 1982, the Tuxedo Historical Society owns and occupies the former Methodist Church at 7 Hospital Road. It also owns that building that used to house JP Morgan Chase Bank.

The Society is home to artifacts, pictures and written materials concerning both the Village of Tuxedo Park and Town of Tuxedo. We sell several publications, including *"Tuxedo Park: The Historic Houses"*. Donations of old historic papers, pictures, alums, or other artifacts are gratefully accepted. Longtime residents are urged to remember the Historical Society and our efforts to preserve local history when undertaking major home cleanings of attics, garages, basements, etc. This especially applied to Tuxedo residents and those with items relating to the history of the Town of Tuxedo and Village of Tuxedo Park. Programs of interest, such as interviews on audiotape with senior residents and lectures on architecture, are held from time to time.

For more information, please call (845) 351 2926, or email tuxedohistory@gmail.com or visit our website www.tuxedohistoricalsociety.org.



Tuxedo Park Library

Fifteen years after the building of Tuxedo Park, a group of subscribers headed by Price Collier, a Park resident, scholar and author decided the Town of Tuxedo needed an education and social center. Thus in 1901, designed and built by esteemed architect Bruce Price, the Tuxedo Park Library came to be.

Located at #227 Route 17, the Library is an exciting place of community, activity and connection. Our beautifully renovated main ground floor contains a redesigned Reading Room, Children's Room a Resource Center with new computers, scanners, an HD television for screenings, an extensive collection of music, films and audio books, and a Media Café offering coffee and a place to gather with friends. Free WIFI is available through the building. Our website, www.tuxedoparklibrary.org provides access to our online catalog, digital media, research database. And digitized local history collection.

Please stop by and sign up for a Library card or contact us at (845) 351 2207.



Village Boat Club

The Village Boat Club (VBC) is a self-funded organization, providing the enjoyment of Tuxedo Lake access to Village property owners/taxpayers.

The VBC provides some shared boat use for kayaking, boating, and fishing. Some limited rack space for small, carry-type, member-owned boats is provided, if available.

All member-owned boats and VBC boats must remain at the VBC facility after required steam/pressure washing and registering for the season.

Registration with the Village Office is required for all boats entering the Village to be used in and remain on any lakes located within the Village.

VBC memberships is open to all qualified Village property owners/taxpayers. Please contact the Village Office for more information.



Tuxedo Park Fire Department

The Tuxedo Park Fire Department (TPFD) was founded in 1901. We are an all-volunteer fire department comprised of 21 members augmented by our fellow fire departments in Eagle Valley and Sterling Forest and neighboring communities. We are on-call 24 hours every day of the year to serve and respond to protect our community.

We deploy three trucks and members fully equipped and trained to perform pumper, ladder as well as rescue operations; hence our motto, *"We Do It All"*. In 2023, we responded to 313 calls; including such incidents as structure fires, brush fires, vehicle accidents on local roadways and on the New York State Thruway, gas leaks, electrical hazards, water rescue, downed trees and community service calls. All our members maintain response-readiness through continuous and regular hands-on drills and classroom training.

We are actively seeking volunteers for both firefighting and department management. Any person residing in the set boundary of the Town of Tuxedo, the Village of Tuxedo Park or the Tuxedo Joint Fire District who has attained the age of 16 years or older (and not convicted of a felony or the crime of arson in any degree) is eligible to apply for membership.

If you are interested in joining the volunteer fire department, please visit www.tuxedoparkfire.org or contact Gardiner Hempel, President, Tuxedo Park Fire Department, at ghempeljr@gmail.com.



Tuxedo Volunteer Ambulance Corps

The Tuxedo Volunteer Ambulance Corps (TVAC), founded in 1956, is a New York State Certified Ambulance Corps. We cover a 50 square mile district which includes the Village of Tuxedo Park, the Town of Tuxedo, Southfields, Arden, Sterling Forest, Eagle Valley, and parts of Harriman State Park.

The Corps averages more than 300 calls a year and houses Medic 31, a full-time paramedic provided under contract to the Town of Tuxedo by Rockland Paramedic Services, who responds along with us, to every emergency call by fly car.

We currently operate 2 Basic Life Support (BLS) ambulances (units 953 & 954), which are stocked with the latest equipment approved by the New York State Department of Health, including AEDs, a Lucas automated CPR device, albuterol nebulizers and Epi-Pens. TVAC has [25 active riding members \(EMTs and drivers\)](#), [10 social members](#), and an active [JR Corps](#). Most riding members are NYS Certified Emergency Medical Technicians (EMTs). All active riding members have CPR certification.

We are actively seeking New Volunteers and JR Corps members.

If you are interested in joining TVAC, please click on www.tuxedoems.org or contact Liam Mallon, Chief, Tuxedo Volunteer Ambulance Corp, chief@tuxedoems.org.

