

# Village of Tuxedo Park

[www.tuxedopark-ny.gov](http://www.tuxedopark-ny.gov)  
(845) 351-4745



## Welcome Packet

For new and current residents of the Village of Tuxedo Park

## Key Contacts:

Mayor David McFadden  
Deputy Mayor Tinka Shaw  
Trustee Chris Kasker  
Trustee Paul Gluck  
Trustee Alan McHugh

[dmcfadden@tuxedopark-ny.gov](mailto:dmcfadden@tuxedopark-ny.gov)  
[tshaw@tuxedopark-ny.gov](mailto:tshaw@tuxedopark-ny.gov)  
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[pgluck@tuxedopark-ny.gov](mailto:pgluck@tuxedopark-ny.gov)  
[amchugh@tuxedopark-ny.gov](mailto:amchugh@tuxedopark-ny.gov)

Village of Tuxedo Park Website  
John Ledwith, Building Inspector  
Debbie Matthews, Village Clerk  
Denise Spalthoff, Deputy Village Clerk  
Chief Dave Conklin, Tuxedo Park Police  
Police Department Email Address

[www.tuxedopark-ny.gov](http://www.tuxedopark-ny.gov)  
[jledwith@tuxedopark-ny.gov](mailto:jledwith@tuxedopark-ny.gov)  
[dmatthews@tuxedopark-ny.gov](mailto:dmatthews@tuxedopark-ny.gov)  
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[chief@tuxedopark-ny.gov](mailto:chief@tuxedopark-ny.gov)  
[police@tuxedopark-ny.gov](mailto:police@tuxedopark-ny.gov)

Village of Tuxedo Park Clerk's Office  
Village of Tuxedo Park Dept. of Public Works  
Village of Tuxedo Park Water Dept.  
Village of Tuxedo Park Police Dept.  
Tuxedo Fire Dept.  
Tuxedo Ambulance Corp  
Emergency

(845) 351-4745  
(845) 351-4743  
(845) 351-2777  
(845) 351-4741  
(845) 351-5111  
(845) 351-5111  
911

Town of Tuxedo Clerk's Office  
Tuxedo Historical Society  
Tuxedo Library ([www.tuxedoparklibrary.org](http://www.tuxedoparklibrary.org))  
Tuxedo Post Office  
Tuxedo Union Free School District  
AT&T Telephone Repair  
Cablevision  
Orange and Rockland Utilities  
Verizon Telephone Repair  
Poison Control (emergency)  
Good Samaritan Hospital (Suffern, NY)  
Hackensack University Medical Center (NJ)  
The Valley Hospital (Ridgewood, NJ)

(845) 351-4411  
(845) 351-2926  
(845) 351-2207  
(845) 351-5426  
(845) 351-2296  
(800) 288-2747  
(845) 351-2916, (845) 624-8200  
(877) 434-4100  
(800) 837-4966  
(800) 336-6997  
(845) 368-5000  
(551) 996-2000  
(201) 447-8000

Village of Tuxedo Park Mailing Address:  
80 Lorillard Road  
P.O. Box 31  
Tuxedo Park, NY 10987

Suggestions:  
[suggestions@tuxedopark-ny.gov](mailto:suggestions@tuxedopark-ny.gov)



# Mayor's Welcome

Dear New or Prospective Resident:

Welcome! Tuxedo Park is a very special and historic place in which to live. We were incorporated as a Village in 1952 and placed on the Registry of Historic Places in 1983.

We are located in Orange County 45 miles from Manhattan in the Ramapo Mountains in the Lower Hudson Valley.

Tuxedo Park is a gated residential community with little or no crime with access to a number of quality schools including the Tuxedo Park School, a private school pre-K to 9 situated right here inside our gates. We have our own police force to secure our neighborhoods 24/7/365 and 320 homes and 1000 residents.

This is suburban living at its finest just an hour North of Manhattan.

I look forward to meeting you.

Thanks,

David McFadden  
Resident Since 1994

You may sign up for my email announcements by clicking [here](#) or by visiting the Village website at [www.tuxedopark-ny.gov-ny.gov](http://www.tuxedopark-ny.gov-ny.gov)



# Village Office

The Village of Tuxedo Park Village Clerk's Office is in the Village Hall (the former stables for the Tuxedo Club) at 80 Lorillard Road and is open Monday through Friday from 9:00 a.m. to 4:00 p.m., occasionally closing for lunch between 12:00 and 1:00. The main telephone number is (845) 351-4745. The Village Clerk is extension 4. The Village Hall houses the Mayor's Office, the Village Clerk's Office, the Building Inspector, and Village Court.

The Clerk's Office is the 'information center' of the Village. Just some Village topics you may have questions on would include garbage and recycling schedules, Village property taxes, Village water billing, Village assessments, Village building department and Village Code enforcement, Board of Trustees, Planning Board, Board of Architectural Review, and Board of Zoning Appeals.

In addition, some of the other responsibilities of the Clerk's Office include 'keeper' of the Village's records, Village budgets, receipts of taxes and water billing payments, paying the Village's vendors, and all aspects of the Village's banking.

Police, Department of Public Works (DPW), and Village Court related questions would most likely be referred to the appropriate person in those departments.

# Village Building Inspector

**Mission Statement:** The Building Department for the Village of Tuxedo Park inspects buildings for compliance with the NYS Building Code and the Code of the Village of Tuxedo Park. Click [here](#), or by visiting the Village website [www.tuxedopark-ny.gov](http://www.tuxedopark-ny.gov). In keeping with the Historical Register designation all changes to the property may be subject to approvals by the Building Department, Board of Architecture Review, or Planning Board.

The Building Inspector oversees our historically significant structures, code requirements, scope of work in accordance with building permits.

In addition, provides public safety by enforcing Municipal (Village) and State regulations and codes relative to construction, alteration, and installation of electrical and plumbing equipment and systems. Inspects buildings for code compliance in residential housing under building permits or because of complaints.



# Board of Architectural Review

The Tuxedo Park Board of Architectural Review Process covers:

New Home Construction  
Additions  
Renovations  
Maintenance  
Landscaping  
Kids playgrounds/Tree houses

The Tuxedo Park Board of Architectural Review (BAR) seeks to foster a collaborative 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 and at [www.tuxedopark-ny.gov](http://www.tuxedopark-ny.gov).

The Village of Tuxedo Park values its listing on the United States Register of Historic Places and seeks to safeguard its unique historic community.

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, a recording secretary, and an attorney. The BAR meets twice monthly on the first and third Tuesday of each month at 7:00 p.m. Each applicant is strongly encouraged to discuss their project prior to coming to a BAR meeting with the Building Inspector. This ensures a smooth, efficient process which enables each applicant to come fully prepared with the proper documentation necessary for their project to be carefully reviewed and approved in a timely manner. Design Guidelines [here](#) or on the or by visiting the Village website at [www.tuxedopark-ny.gov](http://www.tuxedopark-ny.gov), or at the Office.



# 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 Mondays of the month. 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 Appeals

The Village of Tuxedo Park Zoning Code can be found in the Tuxedo Park Village Office or at [www.tuxedopark-ny.gov](http://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 the Village's Board of Architectural Review. The BZA is guided by five factors when making its decision 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 board of appeals 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 two 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' or 3 ½ stories.



## Environmental stewardship matters

# Tuxedo Park Tree Advisory Board

Welcome to Tuxedo Park. Finding such an extraordinary natural environment so close to New York City is truly special. You have chosen a unique and beautiful place to live. A 130-year history of conservation-minded development is responsible for preserving and nurturing the ecological health and unspoiled beauty of our community. As environmental stewards, the Tuxedo Park Tree Advisory Board (TPTAB) is dedicated to continuing this tradition.

Trees are vital to Tuxedo Park.

By diminishing erosion and storm water (pollutants and sediments) run-off, trees keep clean our drinking water in the Tuxedo Lake and Wee Wah Ponds. These bodies of water flow into the Ramapo River, feeding millions in New Jersey. Trees sustain our clean air. Trees contribute to the rustic character of our landscape and nurture a wildlife habitat rich in biodiversity. Our public and private woodlands provide the underpinning of our historical provenance (our listing on the National Register of Historic Places) and of our membership of Tree City USA.

To protect and enhance this invaluable economic and environmental asset, the TPTAB promotes the benefits of a healthy forest with a sustainable tree population by advocating responsible policies and by implementing tree conservation, education and planting programs.

We rely on community collaboration: each resident of Tuxedo Park is a partner in the wise oversight of our forest infrastructure. We understand the need to balance aesthetics with environmental requirements, but we also recognize what we individually do with trees on our private properties impacts on the well-being of the entire community. We are all guardians of this important asset for the current and future generations.

Tuxedo Park Law regarding tree removal (#100-14 Trees in the Village Code) is accessible at the Village website ([www.tuxedopark-ny.gov](http://www.tuxedopark-ny.gov)) or at the Village Office. This Law and/or the Village Building Inspector (John Ledwith, 845-351-4745, x3, [jledwith@tuxedopark-ny.gov](mailto:jledwith@tuxedopark-ny.gov)) must be consulted before removing any trees from your property. It is your responsibility to inform your landscapers and any other workers on your land of the Village Code provisions. Replanting young and healthy native trees and shrubs are recommended and encouraged.

The TPTAB is here to advise property owners on all matters concerning trees and related resources. We welcome any feedback and suggestions. Please contact us at our web site: [www.tuxedoparktreeboard.org](http://www.tuxedoparktreeboard.org) or through the Village Office.

## Village Boat Club

The Village Boat Club is a self-funded taxpayer organization, providing Tuxedo Lake access to Village property owner/taxpayers for the enjoyment of Tuxedo Lake. 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 as available. All member-owned boats and VBC boats must remain at the facility after required steam/ pressure washing and registering for the season, as do all boats entering Tuxedo Park village, to be used on any Village owned lake. Tuxedo Park Village boat registration is also required for all boats to be used and remain on any Tuxedo Park lake. VBC Membership is open to all qualified Village property owner/ taxpayers. Contact the Village Office for more information.

## Tuxedo 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.

Today, 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, and a Media Café offering coffee, a place to gather with friends, and an extensive collection of music, films and audio books. Free WIFI is available through the building. Our website, [www.tuxedoparklibrary.org](http://www.tuxedoparklibrary.org), provides access to our online catalog, digital media, research databases, and digitized local history collection.

Please stop by and sign up for a library card.

# Tuxedo Park Garden Club

Have you ever wondered how the colorful flowers and plants that grace Tuxedo Parks' entry and many communal areas throughout our community got there? They're 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 the 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 us.

The Tuxedo Park Garden Club  
[tuxedoparkgardenclub@gmail.com](mailto:tuxedoparkgardenclub@gmail.com)  
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 is home to artifacts, pictures, and written material concerning both the Village of Tuxedo Park as well as the Town of Tuxedo and sells several publications, including "Tuxedo Park: The Historic Houses". Donations of old historic papers, pictures, albums, or other artifacts are gratefully accepted. Long-time residents are urged to remember the Historical Society and its efforts to preserve local history when undertaking major home cleanings: attics, garages, basements, etc. This especially applies to Tuxedo residents and those with items relating to the history of the Town and Village of Tuxedo. 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](mailto:tuxedohistory@gmail.com) or visit our website <http://www.tuxedohistoricalsociety.org>.



# Tuxedo Park Police

If you need assistance from our police department please call us at (845) 351-4741, or in an emergency 911 can be dialed as well. Thank you and welcome to our community. See below list of important documents to fill out (these forms can be found in this folder, at the police gate, or at [www.tuxedopark-ny.gov](http://www.tuxedopark-ny.gov)):



## Volunteer Fire Department

The Tuxedo Park Fire Department was founded in 1901. We are an all-volunteer fire department comprised of 28 active and associate members plus 17 honorary members augmented by our fellow fire departments in Eagle Valley and Sterling Forest. We are actively seeking volunteers for both firefighting and department management.

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 2014, we responded to 250 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, downed trees and community service calls. All our members maintain response-readiness through continuous and regular hands-on drills and classroom training. We are on-call 24 hours every day of the year to serve and protect our community.

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 how you can assist with our mission, please contact the Village office for information.



# Village of Tuxedo Park

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