

VILLAGE OF



MAMARONECK

OFFICE OF
THE
BUILDING
INSPECTOR

*Village Hall
Mamaroneck, N.Y. 10543*

TELEPHONE
(914) 777-7731

*Address Reply to:
Building Department
169 Mt. Pleasant Avenue*

ZONING BOARD

APPLICATION

PART 1

**Village of Mamaroneck, New York
Zoning Board of Appeals
APPLICATION PACKET**

INCLUDED IN THIS ZONING BOARD OF APPEALS APPLICATION PACKET ARE THE FOLLOWING:

- Rules of the Zoning Board of Appeals of the Village of Mamaroneck and Instructions for Filing an Appeal
- Checklist for Initial ZBA Submission, which must be completed and submitted with Applicant's initial submission
- Zoning Board of Appeals Application, including the following additional forms that also need to be submitted by the Applicant:
 - 1) Certification Form
 - 2) Short Form Environmental Assessment Form ("EAF")
(See below for DEC website information)
- **Post Application forms including:**
 - a) Sample Notice Letter to neighboring property owners
 - b) Proof of Service Affidavit
 - c) List of Property Owners Notified sheet
 - d) Affidavit Verifying Placement of Required Notice Sign

NOTE:

- A fillable PDF version of the Zoning Board of Appeals Application is available at:
www.village.mamaroneck.ny.us
- A fillable PDF version Short Form EAF is available at:
www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf
- If a long form EAF is required a fillable Long Form EAF is available at:
www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart1.pdf

**RULES OF THE ZONING BOARD OF APPEALS
OF THE VILLAGE OF MAMARONECK
AND INSTRUCTIONS FOR BRINGING AN APPEAL
(EFFECTIVE 2007)**

I. Time to Take Appeal

Appeals to the Zoning Board of Appeals ("ZBA") must be taken within sixty (60) days after any order, requirement, decision, interpretation, or determination of the administrative official charged with the enforcement of the local law that is being appealed.

II. Applications

1. The Applicant can pick up a ZBA Application Packet ("Application Packet") at the Building Department. (Note: There are separate instructions and application for a Special Permit renewal only. IF there is a change in ownership, the Applicant cannot submit a Special Permit Renewal Application

2. All applications to the ZBA shall be made on the forms provided in the Application Packet. Chapter 342 of the Code of the Village of Mamaroneck requires that the original plus sixteen (16) copies each of the Village of Mamaroneck Zoning Board of Appeals Application ("Application"), supporting plans, surveys, and other required documents shall be filed with the Building Inspector, along with all prescribed fees, which shall be paid at the same time.

3. The Application shall be signed and notarized by the person(s) or entity making the application who must either: (1) have a possessory interest in the property (tenant, lessee, purchaser or owner); or (2) be aggrieved by an order, requirement, decision, interpretation or determination of order, requirement, decision, interpretation, or determination of an administrative official. If a corporation or other business entity is the Applicant, certain other disclosures are required as detailed in the Application.

4. It is the Applicant's responsibility to complete all portions of the Application, including the "Checklist for Initial Zoning Board of Appeals Submission", carefully and to provide, together with the Application, all necessary information. Careful attention must be given to answer all questions on the forms and to provide all documentation. Failure to submit the required documents and information will delay the Applicants application or result in its denial, since the ZBA cannot review or grant relief based upon incomplete applications.

5. Notwithstanding the foregoing, the ZBA, in its discretion, may waive the furnishing of any part of such information in any specific case.
6. Although employees of the Village may provide you with assistance, it is the Applicant's responsibility to be familiar and comply with all applicable laws and to submit all necessary plans, documents and information. Copies of the Village Code are available for the applicant's review at the Village Clerk's Office. The applicant may be represented at the ZBA hearing
7. A survey duly certified by a licensed surveyor within the past twelve months of the application date, which accurately depicts the current status of the property shall be submitted with each application.
8. All documents must be submitted 22 days prior to the scheduled meeting.
9. **Every application shall be accompanied by an escrow fee as follows:**

New Variance	\$750.00
Special Permit Application	\$750.00
Special Permit Renewal Application	\$350.00
Appeal or Interpretation Application	\$ TBD by Building Inspector

10. Every application shall be accompanied by a filing fee as follows:

Notice of Appeal, Interpretation or Variance	
1 or 2 family house	\$ 150.00
3 to 5 family house	\$ 150.00
All other residential and commercial	\$ 425.00
Fence permit	\$ 150.00
Boat and boat trailer storage	\$ 150.00
Sign variance and appeal	\$ 225.00
Special Permit (residential)	\$ 179.00
Special Permit (commercial)	\$ 425.00
Special Permit renewal	\$ 150.00

III. AGENDA

1. Each application for a new matter will be assigned a number- one (1) through six (6) for each ZBA agenda.
2. Applicants should be aware of the deadline to get on the next Agenda- Applications must be submitted (3) weeks prior to the meeting.
3. There will be no more than six (6) new matter matters addressed at each meeting.

**Therefore, even if an Applicant submitted the application in time to meet the submission deadline, there is no guarantee the matter will be placed on the agenda for the next meeting

CHECKLIST FOR INITIAL ZONING BOARD OF APPEALS SUBMISSION

- Applicable fee
- 1 Electronic Copy of All documents submitted

Applicant must submit sixteen (16) copies of the following:

- Completed Application
- All Certificates of Occupancy or Temporary Certificate of Occupancy for the property, or Letter from the Building Department in lieu thereof
- Violations on the property and proof that they have been corrected
- Photographs* of the property (3" X 5" or larger) that depict the location and potential impacts of your application
- Accurate survey*** of the current status of the property which has been prepared and certified by a licensed surveyor *within the past twelve (12) months* of the application date, shall be submitted with each application.

****ALL SURVEYS SUBMITTED FOR A VARIANCE REQUEST *MUST SHOW THE SETBACKS FOR ALL STRUCTURES ON THE LOT TO THE PROPERTY LINE***

Please Note: Where a survey certified within the past 12 months is not available and the application does not involve any change to the exterior of the property, the ZBA will accept a certification by the owner that to his/her knowledge the existing survey accurately depicts the current status of the property

- Certified drawings*, prepared by a registered architect or professional engineer, and other supporting documents
- Written consent of the owner*, if you are not the owner of the property
- Certification*, as required by NYS General Municipal Law
- State Environmental Quality Review (SEQRA) *Short or Long Environmental Assessment Form*
- Copy of the Determination* being Appealed
- NOTE: See Instructions regarding submittal of Supplemental Materials or New Plans (Item VII in the Rules of the Zoning Board of Appeals of the Village of Mamaroneck and Instructions for Bringing an Appeal

Applicant's Signature

Date

Village of Mamaroneck, New York
Zoning Board of Appeals
(Effective _ 2007)

- 16 Copies
- Completed Application
- COs or Letter
- Violations, if any
- Photographs
- Survey
- Certified Drawings
- Consent
- Certification/Affidavit
- EAF
- Copy of Determination being appealed
- Riders if Application is Corp./Business Entity

Application # _____
 Agenda DATE: _____
 SP: _____
 AV: _____
 UV: _____
 Fence: _____
 Sign: _____
 Interpretation: _____

For Official Use Only

Village of Mamaroneck, New York
Zoning Board of Appeals
APPLICATION

Date. _____ 20 ____

TO: ZONING BOARD OF APPEALS-VILLAGE OF MAMARONECK
123 Mamaroneck Avenue
Mamaroneck., New York 10543

I (We) _____

(Name of Applicant)

Of _____ Zip: _____

(Insert Complete Mailing Address)

Daytime Phone # _____ Daytime Fax # _____ EMAIL: _____

Apply to the Board of Appeals regarding property located at _____

(Insert Location of Premises)

Bearing Village of Mamaroneck Tax Map Number. _____ / _____ / _____
(Section) (Block) (Lot)

Village of Mamaroneck,
New York Zoning Board of Appeals (Effective 2007)

1. **This is an Application for the following: check one (1) or more as applicable**
 - Area Variance** - This is to use land in a manner not allowed because of dimensional or topographical requirements in the Zoning Code
 - Use Variance**- This is to allow land to be used in a manner or for a purpose which is prohibited or not allowed by the Zoning code.
 - Special permit**
 - Sign Variance**
 - Fence Variance**
 - Appeal or Interpretation** (*Specify Code Section*)
 - Other:** Specify: _____

2. The Date and Description of the determination that is being appealed (a copy of the determination must be attached)

3. What is the present zoning of the property? _____

4. This Application must be made in the name of the person or entity that has a *possessory interest in the property such as a tenant, purchaser or owner*. If you are the owner, on *what date did you acquire title?* _____ If you are not the owner, list the name and address of the owner and describe your relationship to the property and the date said relationship commenced: _____

IF you have acquired title to the property within the past two years, provide the name of the prior owner:

NOTE:

If the Applicant or Property Owner is a:

Corporation: Attach a separate Rider listing all the corporation's officers, shareholders and their percentage of share ownership.

Partnership: attach a separate Rider listing the type of partnership and identify the partners and their partnership interests.

LLC: attach a separate Rider listing the LLCs members

**Village of Mamaroneck,
New York Zoning Board of Appeals (Effective 2007)**

5. If someone else is authorized to act as your representative or to appeal with you on your behalf before the Board, his or her name, address and telephone number must be provided:

Name: _____
Address: _____
Telephone: _____
Email: _____

6. Has a prior variance, special permit, or interpretation Application ever been submitted for this property?

Yes No

If YES, you must attach copies of the prior variance or resolution and describe them:

7. List **all permits** you must obtain in order to complete the subject project of this Application (include all permits or approvals necessary from any federal, state, county, or local agency or department):

**Village of Mamaroneck,
New York Zoning Board of Appeals (Effective 2007)**

8. Is the property subject to any covenants, easement, or other restrictions or encumbrances? If so, list and describe these. (You may be required to provide copies of these documents establishing same to the Board.) Please be advised that nothing herein or within board purview will alter or modify any existing contractual rights with respect to the subject property.

9. Check here if there has been any illegal use or violations issued with respect to the property, regardless of whether it has been removed or adjudicated.

If so, describe and provide the date(s) and details, including if the violation continues:

10. The following are the provisions of the Village Code from which either a variance is sought or a permit is requested (you must itemize each variance you seek, since a variance cannot be obtained unless it is expressly requested and is the subject of public notice:

Article _____ Section _____ Subsection _____
Article _____ Section _____ Subsection _____
Article _____ Section _____ Subsection _____
Article _____ Section _____ Subsection _____

NOTE:

IF this is an application for A *USE VARIANCE*,
COMPLETE QUESTION 11 on page 10.

IF this is an application for an *AREA VARIANCE*,
COMPLETE QUESTION 12 on page 11

IF this is an application for ALL OTHER APPLICATIONS-
INCLUDING A SPECIAL PERMIT
COMPLETE QUESTION 13 on page 12.

**Village of Mamaroneck,
New York Zoning Board of Appeals (Effective 2007)**

11. A *use variance* may only be granted if it is determined that zonings regulations and restrictions cause the property owner unnecessary hardship. New York law provides that: "In order to prove such unnecessary hardship, the property owner shall demonstrate to the Board of Appeals that:

- 1) Under the applicable zoning regulations, the owner is deprived of a reasonable return for each and every permitted use under the zoning regulations for the particular district where the property is located This deprivation must be established by competent financial evidence;
- 2) the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;
- 3) the requested use variance, if granted, will not alter the essential character of the neighborhood; and
- 4) the alleged hardship has not been self-created

You must set forth the facts which support your Application request. (Attach additional sheets, schedules, or other information that you want the Board to consider):

**Village of Mamaroneck,
New York Zoning Board of Appeals (Effective 2007)**

12. Under State law, the Board of Appeals must consider the following factors in making a decision on your request for an ***area variance***:

- 1) whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance;

- 2) whether the benefit sought by the applicant can be achieved by some method feasible for the applicant to pursue other than an area variance;

- 3) whether the requested area variance is substantial;

- 4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and

- 5) whether the alleged difficulty was self-created...

13. If this Application is not for an area or use variance, provide information that supports your Application. You must refer to the appropriate sections of the Village Code and to other legal requirements necessary for the board to consider your application

(Article X Special Permit) § 342-71 Action on referral.

A. That the location and size of the use, the nature and intensity of the operations and traffic involved in or conducted in connection with it, the size of the site in relation to it and the location of the site with respect to the type, arrangement and capacity of streets giving access to it and the hours of operation are such that the proposed use will be in harmony with the appropriate and orderly development of the district in which it is located.

B. That the location, nature and height of buildings, walls and fences and the nature and extent of the landscaping and screening on the site, as existing or proposed, are such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.

C. That operations in connection with the proposed use will not be objectionable by reason of noise, fumes, smoke, dust, vibration, glare, intensity or flashing of lights.

D. That the parking areas to be provided will be of adequate capacity for the particular use, properly located and suitably screened from adjoining residential uses and that the entrance and exit drives shall be laid out so as to achieve maximum safety.

E. That, where they are applicable, the standards and requirements established or approved by the Village Engineer have been satisfactorily met as evidenced by his certification and that all necessary approvals of any other governmental agency or board have been or will be obtained by the applicant.

**Village of Mamaroneck,
New York Zoning Board of Appeals (Effective 2007)**

It is my responsibility as the Applicant to complete this Application completely and carefully, and to provide sixteen (16) copies of this Application, together with all necessary papers, plans, surveys, documents or other required information.

Failure to submit the required documents and information will delay my Application or result in its denial, since the ZBA cannot review or grant relief to incomplete Applications.

It is my responsibility to comply with all related requirements in presenting this Application, and the ZBA reserves the right to request additional documentation and/or drawing, and to condition any requested relief upon the filing of covenants and restrictions.

Although employees of the Village may provide me with assistance, I understand it is my responsibility to be familiar and comply with all applicable laws and to submit all necessary papers, plans, surveys, documents or other required information. I understand that copies of the Village Code are available for my review at the Village Clerks office as well as the Village Website and that I may be represented at the ZBA hearing.

I HEREBY CERTIFY THAT ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE.

(Applicant's Signature)

Sworn to before me this _____

Day of _____, 20____

Notary Public

CERTIFICATION

(Required by New York State General Municipal Law)

_____ states as follows:

(Applicant's name)

1. I am interested in this application for a variance or special use permit now pending before the Village of Mamaroneck Board of Appeals,
2. I reside at _____
3. The nature of my interest in the aforesaid application is as follows:

4. If the Applicant or owner is a corporation, list the corporation's officers:

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

5. Do any of the following individuals have an interest, as defined below, in the owner or Applicant:
 - a. Any New York State officers, or
 - b. Any officer or employee of the Village of Mamaroneck, Town of Rye, Town of Mamaroneck, or Westchester County.

Yes No

For the purpose of this disclosure, an officer or employee shall be deemed to have an interest in the owner or Applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

- a. is the Applicant or owner, or
- b. is an officer, director, partner or employee of the Applicant or owner, or
- c. legally or beneficially owns or controls stock of corporate Applicant or owner; or
- d. Is a party to an agreement with such an Applicant or owner, express or implied, whereby he may receive any payment or other benefit, whether or not for service rendered dependent or contingent upon the favorable approval of such application.

A PERSON WHO KNOWINGLY AND INTENTIONALLY FAILS TO MAKE SUCH DISCLOSURE SHALL BE GUILTY OF A MISDEMEANOR AS PROVIDED IN GENERAL MUNICIPAL LAW, SECTION 809

If "Yes," state the name and nature and extent of the interest of such individual:

(Name & Residence)

(Extent of interest)

Applicant's Signature

Sworn to before me this _____ day of _____, 20__

NOTARY PUBLIC

PART II

MAILING & SIGN PLACEMENT

Please do not complete this part until your application has been deemed complete and you have been advised by staff to move forward

EXCERPT OF LOCAL LAW NO.4•2006
Adopted by Village of Mamaroneck Board
of Trustees 03/27/06 Effective 04/10/06

REQUIRING POSTING OF A NOTIFICATION SIGN FOR
A VARIANCE APPLICATION MADE TO THE ZONING BOARD OF
APPEALS

Subsection B of Section 342-94 (Procedures; Public Hearings; Notice and Records) of Chapter 342 (Zoning) of the Code of the Village of Mamaroneck is hereby amended by changing the title to “Notice” and by amending the text to read as follows:

B. Notice.

[Amended 10-26-1981 by L.L. No. 12-1981, effective 11-2-1981; 10-26-1992 by L.L. No. 8-1992, effective 11-4-1992; 3-27-2006 by L.L. No. 4-2006, effective 4-10-2006]

- 1) The Board shall not act upon any application for a variance or a special permit without first holding a public hearing, notice of which hearing and of the substance of the appeal or application shall be given by publication in a paper of general circulation in the Village at least five days before the date of such hearing. Provided that due notice shall have been published, that copies have been mailed to all government agencies required by law to be notified and to all property owners of record within *400 feet* of the property which is the subject of the public hearing (except that, in the cases of fences and boat storage, the distance shall be 200 feet) and to the area school district and that there shall have been substantial compliance with the remaining provisions of this section, the failure of one or more property owners to receive such notice in exact conformance herewith shall not invalidate any action taken by the Board in connection with such applications
- 2) Every applicant that submits an application for a variance to the Board of Appeals *must post one notification sign* on the property which is the subject of said application *at least 10 days prior to the scheduled hearing* date and must maintain the posted sign in place until the Board has rendered its final decision approving or denying said application. The sign shall be erected not more than 10 feet from the front yard boundary of the property that abuts a public road and must be conspicuous to the public. The bottom edge of the sign so erected shall be positioned no less than 2.5 feet and no more than three feet above the ground. If the sign’s visibility is obscured by vegetation, the applicant must cut the vegetation to a degree sufficient to maintain clear visibility of the sign from the road. If the front yard of the property does not abut a public road, a sign shall be posted in a location that can readily be seen by the public. A sign erected under this provision must be removed within 10 days after the Board has rendered its final decision approving or denying said application.

- I.** In the event that an application shall be withdrawn or become inactive, the applicant shall remove the sign within five (5) business days of withdrawing the application or of receiving notice from the Board that the that the application has been designated inactive. For the purposes of this section, any application which has not appeared on the Board's agenda for six (6) or more months shall be designated inactive. The Board shall notify the applicant, in writing, that the application has become inactive and instruct the applicant to remove the sign until such time as the application shall be reactivated. Once the application is reactivated, the sign shall be posted within three (3) days.
- II.** Said sign shall be at least thirty by twenty (30 X 20) inches in size, consist of sturdy and serviceable material containing a white background with black letters and shall read as follows, in legible lettering at least two (2) inches high:

"ON THIS SITE AN (AREA OR USE
VARIANCE OR SPECIAL PERMIT) IS
PROPOSED. THIS MATTER WILL BE
DISCUSSED AT A BOARD OF APPEALS
MEETING ON (give date) AT (give time) AT
THE VILLAGE MUNICIPAL BUILDING
LOCATED AT 169 MT. PLEASANT AVENUE -1ST
FLOOR"

The applicant shall *update said sign at least (2) weeks prior to every board meeting* in which the applicant's matter will be heard.

- III.** Prior to the commencement of any public hearing, or, if no public hearings are required, prior to the rendering of any decision disposing of any application, the applicant shall submit a sworn certification on a form provided by the Village verifying placement and maintenance of the required notice sign. If the certification is not timely submitted, any scheduled public hearings shall be cancelled, subject to rescheduling, and any dispositive action by the Board shall be deferred until timely certification is submitted. In the event of repeated or continued noncompliance with the sign posting and certification requirements, the application may be dismissed at the discretion of the Board

IV. Scheduling of Hearing and Hearings

1. Once the Application to the ZBA has been received, and it is deemed complete and complies with all applicable rules and regulations, a hearing will be scheduled.
2. In a notice from the Building Department, the Applicant will next become aware that a public hearing for the application has been scheduled
3. The applicant should be prepared to proceed at the meeting, either in person or by an attorney or lawfully designated agent.

V. Notice to Property Owners

1. **Notification:** Once a public hearing is scheduled, *it is the Applicant's responsibility to notify all property owners located within a radius of 400 feet* (200 feet for a Fence Application; 200 feet for a Sign Application) of the perimeter of the subject premises, of the Application and of the proposed hearing Post Marked **no later than 10 days prior to the scheduled meeting date.** The Applicant must comply with the regulations to insure that notice will be received by these neighboring property owners within the required radius area.
2. **Radius:** The Building Inspector will supply the Applicant with the scaled zoning map of the area in which the subject premises is located, with a circled area to define the distance radius of property owners who must be notified by the Applicant.
3. **List of Property Owners:** The list of property owners the Applicant must notify can be obtained from the Assessment Maps and Assessment roll records at the Village Assessor's office during regular business hours, located at 123 Mamaroneck Avenue, Mamaroneck, New York. The Maps will provide the Applicant with the section, block and lot numbers of all properties within the radius that must be notified. The Assessment Roll can be used to ascertain the owners of each section, block and lot number.
4. **Letter & Notice to Property Owners:** Included in the Application Package, the Applicant can find a sample *letter to neighboring Property Owners* advising them that a public hearing will be held. This letter should be sent to the neighboring property owners, *along with a copy of the notice from the Building Department.*
5. **Method of Mailing:** The required notice must be mailed to the property owners within the prescribed distance of the subject premises by regular First Class mail with a Certificate of Mailing, or by Certified mail.

6. **Submit Affidavit to ZBA:** Prior to the commencement of any public hearing and prior to the rendering of any decision disposing of any application, the Applicant shall submit to the ZBA the following documents, after proper notice has been given to neighboring properties within the designated radius:

- a. Photocopies of Post Office receipt (on 8 ½ X 11” sheets of paper) of the Post Office Receipts of Registry (white certificates of mailing – US Postal Service form 3817 or 3877) or other proof of mailing.
- b. Proof of Service Affidavit, notarized
- c. List of property owners notified
- d. Copy of Circled Map, showing area within the prescribed distance of the subject premises provided to the Applicant by the Building Department

7. **Timing:**

The filing of proof of Service, proof of service affidavit with list, copy of map shall be no later than five (5) business days prior to the date of the hearing

NOTICE OF ZONING BOARD OF APPEALS APPLICATION

(This notice is to be mailed to neighbors along with Notice of Disapproval or Notice of Application)



APPLICATION TYPE

(Check one or more as appropriate)

Special Permit ()

Area Variance ()

Use Variance ()

Fence ()

Sign ()

Dear Property Owner:

You are receiving this letter because a public hearing will be held on a matter that may affect your property. A copy of the notice from the Building Department of the Village of Mamaroneck is enclosed herewith for your information.

Copies of all plans, applications and related material to be considered by the Zoning Board of Appeals in rendering its decision are available for public inspection prior to the hearing at the Building Department on the third floor of the municipal building located at 169 Mount Pleasant Avenue, Mamaroneck, New York, during regular business hours. All documents submitted can be found on the Village website posted with the agenda on the Friday prior the Hearing/ meeting date. Please consult the enclosed Building Department notice for the date, time and location of the scheduled hearing. Any questions or concerns which you may have can be addressed at the public hearing.

Name of Applicant (please print)

Name of Property owner
If different from applicant
(Please print)

Address of property for
which Application has been
made (please print)

APPLICATION
NUMBER _____

PROOF OF MAILING AFFIDAVIT

STATE OF NEW YORK)

SS:

COUNTY OF WESTCHESTER)

_____ BEING DULY SWORN, DEPOSES AND SAYS: THAT
I AM THE () APPLICANT () AGENT () OTHER PLEASE
SPECIFY _____

OF THE ABOVE REFERENCED APPLICATION TO THE ZONING BOARD OF APPEALS
OF THE VILLAGE OF MAMARONECK WITH RESPECT TO THE PROPERTY LOCATED
AT : _____ AND
DESIGNATED ON THE TAX ASSESSMENT ROLL OF THE VILLAGE OF
MAMARONECK AS SECTION_____, BLOCK_____, LOT(S)_____ AND,
THAT IN COMPLIANCE WITH THE RULES AND INSTRUCTIONS OF THE ZONING
BOARD OF APPEALS , I HAVE MAILED NOTICE ON ____/_____/_____(DATE)
OF SAID APPLICATION AND OF THE PROPOSED PUBLIC HEARING REGARDING
SAID APPLICATION TO THE PROPERTY OWNERS LISTED ON THE ATTACHED
SHEET(S).

SIGNATURE

SWORN TO (AFFIRMED) AND SUBSCRIBED BEFORE ME TO THIS
DAY _____ OF _____, 20____,

NOTARY PUBLIC

Zoning Board of Appeals

AFFIDAVIT VERIFYING PLACEMENT OF REQUIRED NOTICE SIGN

APPLICATION
NUMBER _____

STATE OF NEWYORK)

SS.:

COUNTY OF WESTCHESTER)

_____ BEING DULY SWORN, DEPOSES AND SAYS: THAT
I AM THE () APPLICANT () AGENT () OTHER PLEASE SPECIFY _____

OF THE ABOVE REFERENCED APPLICATION TO THE ZONING BOARD OF APPEALS
OF THE VILLAGE OF MAMARONECK WITH RESPECT TO THE PROPERTY LOCATED
AT: _____

AND, THAT I HAVE , ON ____/____/____ (DATE) PLACED, AND WILL MAINTAIN, THE
REQUIRED NOTIFICATION SIGN IN ACCORDANCE WITH THE PROVISIONS OF SUBSECTION B
(2) OF SECTION 342-94 OF CHAPTER 342 OF THE CODE OF THE VILLAGE OF MAMARONECK

Signature

Sworn to (affirmed) and subscribed before me to this
Day _____ of _____, 20____,

NOTARY PUBLIC