

PROPOSED LOCAL LAW R – 2023

A Proposed Local Law to amend of the Code of the Village of Mamaroneck
regarding land use application notice requirements

**BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF MAMARONECK
AS FOLLOWS:**

*(Language in strike-through ~~abcedefghijk~~ to be deleted; language in **bold** is to be added)*

Section 1.

Section 6-6(A) of the Code of the Village of Mamaroneck is amended to read as follows:

- A. Every application for a permit for the construction or reconstruction, as defined in § 6-3 herein, of any building or structure within the Village of Mamaroneck shall be referred by the Building Inspector to the Board of Architectural Review within five days of the date of the application, provided that it conforms in all respects to all other applicable laws and ordinances. **The applicant must comply with the notification requirements set forth in chapter 372 of this Code (Land Use Application Notice Requirements).**

~~(1) Every applicant that submits an application to the Building Inspector, which is subsequently referred to the Board of Architectural Review, must post a notification sign on the property which is the subject of said application within three days of acceptance of the application by the Board of Architectural Review and must maintain the posted sign in place until the Board of Architectural Review 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 of Architectural Review has rendered its final decision approving or denying said application.~~

~~(2) In the event that an application shall be withdrawn or become inactive, the applicant shall remove the sign within five business days of withdrawing the application or of receiving notice from the Board of Architectural Review that the application has been designated inactive. For the purposes of this section, any application which has not appeared on the Board of Architectural Review's agenda for six or more months shall be designated inactive. The Board of Architectural Review 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 days.~~

- ~~(3) Said sign shall be at least 30 inches by 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 inches high:~~

~~"ON THIS SITE A (describe action set forth in the application) IS PROPOSED. THIS MATTER WILL BE DISCUSSED AT A BOARD OF ARCHITECTURAL REVIEW MEETING ON (give date) AT (give time) AT (give location)."~~

~~The applicant shall update said sign at least two weeks prior to the first Board meeting in which the applicant's matter will be heard, and at least one week prior to all subsequent meetings when the application review is continued.~~

- ~~(4) 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 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 of Architectural Review 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 of Architectural Review.~~

Section 2.

Section 192-6 of the Code of the Village of Mamaroneck is amended as follows:

§ 192-6. Notice of application.

The applicant must comply with the notification requirements set forth in chapter 372 of this Code (Land Use Application Notice Requirements).

~~A. Within five days of its receipt of a completed application for a permit regarding a proposed regulated activity, the Agency shall provide the applicant with a notice of application, which the applicant shall publish, at his or her own expense, at least once in the official newspaper of the Village of Mamaroneck.~~

~~B. Said notice of application shall be in a form prescribed by the Agency and shall:~~

- ~~(1) Specify that persons wishing to object to the application should file a notice of objection by a specified date, together with a statement of the precise grounds of objection to the application, with the Agency.~~
- ~~(2) Specify that if no notices of objection are timely filed or if the Agency determines that the proposed activity is of such a minor nature as to not affect or endanger the balance of systems within any wetland, then the Agency, in its discretion, may determine a hearing is not necessary and dispense with the public hearing.~~
- ~~(3) Specify that the application, including all documents and maps therewith, is available for public inspection at the office of the Clerk of the Village of Mamaroneck.~~

~~C. Notwithstanding any other provisions of this section, the Agency may, in its discretion, dispense with the requirement for a public notice of application and require a notice of hearing pursuant to § 192-8.~~

Section 3.

Section 192-8 of the Code of the Village of Mamaroneck is amended as follows:

§ 192-8. Notice of hearing.

The applicant must comply with the notification requirements set forth in chapter 372 of this Code (Land Use Application Notice Requirements).

~~A. The Agency shall, within 21 days of receipt of a completed application, provide the applicant with a notice of hearing, which the applicant shall publish, at his or her own expense, at least 15 days prior to the date set for the hearing, at least once in the official newspaper of the Village of Mamaroneck.~~

~~B. At least 15 days prior to the date set for the hearing, the Agency shall, by certified mail, provide a notice of hearing to each local government within whose boundaries the proposed regulated activity or any portion thereof will be located.~~

~~C. At least 15 days prior to the date set for the hearing, the Agency shall, by certified mail, provide notice of hearing to all owners of record of land adjacent to the affected wetland or adjacent area and to all known claimants of water rights, of whom the applicant has notice, which relate to any land within or within 100 feet of the boundary of the property on which the proposed regulated activity will be located.~~

~~D. The notice of hearing shall:~~

~~(1) State the name of the applicant.~~

~~(2) Specify the location and outline the scope of the proposed regulated activity.~~

~~(3) Specify the date, time and place of the public hearing on the application.~~

~~(4) Specify that persons wishing to be parties in interest and eligible to be heard at such public hearing, if any, should file a notice of appearance by a specified date, together with a statement of the precise grounds of support of, opposition to or interest in the application, with the Agency.~~

~~(5) Specify that any person who wishes to be a party in interest without filing a notice of appearance may do so by appearing at the public hearing and indicating his or her desire to be a party in interest, if a public hearing is held.~~

~~(6) Specify that if no notices of appearance are timely filed by any party in interest and if the applicant waives any public hearing, then the public hearing may be canceled by the Agency.~~

- ~~(7) Specify that the application, including all documents and maps therewith, is available for public inspection at the office of the Clerk of the Village of Mamaroneck.~~

Section 4.

Section 240-21(D) of the Code of the Village of Mamaroneck is amended to read as follows:

D. Public hearing notification and review procedure for permit applications.

- (1) Upon receipt of a permit application that complies in material respect with all applicable submission requirements, the Building Department shall refer the application to the Harbor and Coastal Zone Management Commission for review and determination, and circulate the application to the Village's engineering consultant, Commission counsel and staff, other Commission consultants as determined to be necessary and appropriate, the Harbor Master, the Clerk-Treasurer and the Village Manager for their review and comment. The Harbor and Coastal Zone Management Commission shall calendar a public hearing for each application in accordance with the Commission's Rules of Procedure.
- (2) ~~All property owners within 400 feet of any boundary line of the applicant's property shall be notified, by regular mail at least 15 days prior to the public hearing, of said hearing date by the applicant, who shall provide proof to the Harbor and Coastal Zone Management Commission of such notification.~~ **The applicant must comply with the notification requirements set forth in chapter 372 of this Code (Land Use Application Notice Requirements).**
- (3) ~~Every applicant must post a notification sign on the property which is the subject of said application at least 10 days prior to the public hearing date and must maintain the posted sign in place until the Harbor and Coastal Zone Management Commission 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 Harbor and Coastal Zone Management Commission has rendered its final decision approving or denying said application.~~
- (4) ~~In the event that an application shall be withdrawn or become inactive, the applicant shall remove the sign within five business days of withdrawing the application or of receiving notice from the Harbor and Coastal Zone Management Commission that the application has been designated inactive. For the purposes~~

~~of this section, any application which has not appeared on the Harbor and Coastal Zone Management Commission's agenda for six or more months shall be designated inactive. The Harbor and Coastal Zone Management Commission 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 days.~~

- ~~(5) Said sign shall be at least 30 inches by 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 inches high:~~

~~"ON THIS SITE A (describe action set forth in the application) IS PROPOSED. THIS MATTER WILL BE DISCUSSED AT A HARBOR AND COASTAL ZONE MANAGEMENT COMMISSION MEETING ON (give date) AT (give time) AT (give location)."~~

~~The applicant shall update said sign at least two weeks prior to every Commission meeting in which the applicant's matter will be heard.~~

- ~~(6) Prior to the commencement of the public hearing, the applicant shall submit a sworn certification verifying placement and maintenance of the required notice sign. If the certification is not timely submitted, any scheduled public hearing shall be cancelled, subject to rescheduling, and any dispositive action by the Harbor and Coastal Zone Management Commission 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 Harbor and Coastal Zone Management Commission.~~

Section 5.

Section 240-29(B) of the Code of the Village of Mamaroneck is amended as follows:

- B. For the actions of all other Village agencies, except as otherwise provided in § 240-29H, the agency, upon the calendaring of an application on its agenda, shall forward a copy of the CAF, the application or a description of a proposed direct action, and supporting documentation to the Harbor and Coastal Zone Management Commission for its review. **The applicant must comply with the notification requirements set forth in chapter 372 of this Code (Land Use Application Notice Requirements).**

Section 6.

Section 342-69 of the Code of the Village of Mamaroneck is amended as follows:

§ 342-69 Submission of application; variance request.

All applications for required special permits shall be made to the ~~Director of Building, Code Enforcement and Land Use Administration~~**Building Inspector**, who ~~shall~~**will** refer them to the Board of Appeals or the Planning Board, as may be required by this chapter. If the applicant requests a variance in conjunction with the special permit because of

unnecessary hardship, the application ~~shall~~**must** state the circumstances constituting the basis for such request. All applications made under this section shall comply with all required notice provisions as enumerated and set forth herein under Articles XI and XIII of this chapter, and Chapters 6 and 240 of this Code. **The applicant must comply with the notification requirements set forth in chapter 372 of this Code (Land Use Application Notice Requirements).**

Section 7.

Section 342-77(E) of the Code of the Village of Mamaroneck is amended as follows:

E. Notice.

The applicant must comply with the notification requirements set forth in chapter 372 of this Code (Land Use Application Notice Requirements).

- ~~(1) Whenever site plan approval of the Planning Board is sought by an applicant, the applicant, in addition to any other notice required by law, shall notify, in writing, all property owners within 200 feet of any boundary line of the proposed site affected by the pending application.~~
- ~~(2) The notification referred to in Subsection E(1) hereof shall consist of a complete and accurate copy of the application submitted, the date(s) of any public hearing scheduled and a brief description of the nature of the proposed application. The notification shall be served personally or by certified mail, return receipt requested, upon all affected property owners at least 10 days prior to the scheduled hearing date, and an affidavit of service shall be filed with the Secretary of the Planning Board at least five days prior to the scheduled hearing date. In the event that service is effectuated by certified mail, then the return receipt shall be submitted to the Planning Board at the first hearing date.~~
- ~~(3) Every applicant that submits an application for site plan approval to the Planning Board 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 Planning 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 Planning Board has rendered its final decision approving or denying said application.~~
- ~~(4) In the event that an application shall be withdrawn or become inactive, the applicant shall remove the sign within five business days of withdrawing the application or of receiving notice from the Planning Board that the application has~~

~~been designated inactive. For the purposes of this section, any application which has not appeared on the Planning Board's agenda for six or more months shall be designated inactive. The Planning 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 days.~~

- ~~(5) Said sign shall be at least 30 inches by 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 inches high:~~

~~"ON THIS SITE A (describe action set forth in the application) IS PROPOSED. THIS MATTER WILL BE DISCUSSED AT A PLANNING BOARD MEETING ON (give date) AT (give time) AT (give location)."~~

~~The applicant shall update said sign at least two weeks prior to every Board meeting in which the applicant's matter will be heard.~~

- ~~(6) 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 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 Planning 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 Planning Board.~~
- ~~(7) Failure to comply with any of the provisions hereof shall be a basis for denying any approval sought by the applicant.~~

Section 8.

Section 342-94(B) of the Code of the Village of Mamaroneck is amended as follows:

B. Notice.

- ~~(1) The Board shall notis~~ **not permitted to 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.~~ **The applicant must comply with the notification requirements**

set forth in chapter 372 of this Code (Land Use Application Notice Requirements).

~~(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.~~

~~(a) In the event that an application shall be withdrawn or become inactive, the applicant shall remove the sign within five business days of withdrawing the application or of receiving notice from the Board 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 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 days.~~

~~(b) Said sign shall be at least 30 inches by 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 inches high:~~

~~"ON THIS SITE A (describe action set forth in the application) IS PROPOSED. THIS MATTER WILL BE DISCUSSED AT A BOARD OF APPEALS MEETING ON (give date) AT (give time) AT (give location)."~~

~~The applicant shall update said sign at least two weeks prior to every Board meeting in which the applicant's matter will be heard.~~

~~(c) 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.~~

Section 9.

The Code of the Village of Mamaroneck is amended by adding Chapter 372 (Land Use Application Notice Requirements), as follows:

Chapter 372 Land Use Application Notice Requirements

§ 372-1 Purpose and intent.

The Board of Trustees encourages public participation in the land use application review process in the Village of Mamaroneck. Public participation requires meaningful and regular notice of the approval process often through proceedings by multiple land use boards over an extended period of time. Modern technology makes it possible to provide that notice. The purpose of this article is to establish a uniform, integrated and effective procedure for providing notice to residents who may have an interest in land use applications and of the public meetings at which those applications will be discussed.

§ 372-2 Definitions.

For purposes of this Article XX, the following terms shall have the meanings set forth in this section:

LAND USE APPLICATION

A referral to the Board of Architectural Review under Chapter 6, Board of Architectural Review; an application for permission to conduct a regulated activity in a wetland under Chapter 192, Freshwater Wetlands; an application for a permit to construct or reconstruct a marine structure under Article VI of Chapter 240, Management of Coastal Zone, Harbor and Vessels; a determination of consistency to be made by the Harbor and Coastal Zone Management Commission under Article VIII of Chapter 240, Management of Coastal Zone, Harbor and Vessels; an application for site plan approval under Article XI of Chapter 342, Zoning; an application for a special permit application under Article X of Chapter 342; a variance under Article XIII of Chapter 342; and approval of a subdivision plat under Chapters 58 and A348.

LAND USE REVIEW BOARD

The Board of Architectural Review, the Harbor and Coastal Zone Management Commission, the Planning Board and the Zoning Board of Appeals.

§ 372-3 Notice of application required.

The applicant with respect to every land use application, must, at least 10 days prior to the first date at which the application will be discussed or considered at a meeting or hearing of any land use review board, post a sign satisfying the requirements of subsection A of this section at the property that is the subject of the application or applications and provide notice of the application satisfying the requirements of subsection B of his section by certified mail, to the record owner of every property within 200 feet of any boundary line of the site that is the subject

of the application.

A. The sign must:

- (1) be erected not more than 10 feet from the front yard boundary of the property that abuts a public road and be conspicuous to the public;**
- (2) if the front yard of the property does not abut a public road, be erected in a different location, approved by the Building Inspector, that can readily be seen by the public;**
- (3) not be obscured by vegetation;**
- (4) be positioned no less than 2.5 feet and no more than three feet above the ground;**
- (5) be at least 30 inches by 20 inches in size;**
- (6) consist of sturdy and serviceable material containing a white background with black letters;**
- (7) read as follows, in legible lettering at least two inches high: “ON THIS SITE A (describe action set forth in the application) IS PROPOSED. THIS MATTER WILL FIRST BE DISCUSSED AT A MEETING OF THE (identify each land use review board to which an application is being made) ON (give date) AT (give time) AT (give location)”;** and
- (8) remain posted until the land use application has, or the land use applications have, been approved, denied, withdrawn or become inactive, and be removed within 10 days after that date.**

B. The mailed notice must:

- (1) state the name of the applicant;**
- (2) identify the location of the property with respect to which approval has been requested;**
- (3) identify each specific approval that will be requested and the land use review board or boards to which each application is being made;**
- (4) state the nature of the construction or other land development activity that would be conducted if the approvals are granted;**
- (5) state, to the extent known, the date, time and place of the first public meeting of each land use review board at which the application will be considered;**
- (6) provide a website, if available, and a telephone number where additional information with respect to the application or applications can be obtained; and**
- (7) include a statement that all documents and maps that constitute the application or applications are available for public inspection at the office of the Planning Department of the Village of Mamaroneck.**

§ 372-4 Proof of notice.

At least five days prior to the first public meeting at which the application will be considered, the applicant must submit to the Building Department a sworn statement that the applicant has complied with section 372-3 by posting the required sign and making the required mailing. The statement must be accompanied by proof of mailing from the United States Postal Service. If the applicant does not make this submission in a timely fashion, the application will be removed from the calendar until due proof of the notice required by this article is submitted.

§ 372-5 Effect of failure to give required notice.

Failure to comply with any of the provisions of this article may be a basis for denying an application.

Section 10.

If any section, subsection, clause, phrase or other portion of this local law is, for any reason, declared invalid, in whole or in part, by any court, agency, commission, legislative body or other authority of competent jurisdiction, the portion of the law declared to be invalid will be deemed a separate, distinct and independent portion and the declaration will not affect the validity of the remaining portions hereof, which will continue in full force and effect.

Section 11.

This law is adopted pursuant to the authority granted by Municipal Home Rule Law § 10(1)(e)(3) and will supersede the provisions of the Village Law to the extent that they are inconsistent with this local law.

Section 12.

This local law will take effect immediately upon its filing in the office of the Secretary of State in accordance with Municipal Home Rule Law § 27.