

APPLICATIONS TO THE BOARD OF APPEALS AND PLANNING BOARD
INFORMATION ON GIVING NOTICE TO NEIGHBORS

Persons submitting an application to the Board of Appeals and to the Planning Board must give written notice to the owners of every property any part of which is within two hundred (200) feet of any point on the boundary of the lot or lots involved in the application. Further notice is not generally required in the event the hearing is held over to a subsequent meeting, unless the Board specifically directs the giving of such notice.

This written notice shall be served personally (not less than seven days prior to the date of the hearing) or by certified mail (not less than ten days prior to the date of the hearing). Return receipts are NOT required. If these notices are not served or mailed, the hearing can not be held.

The notice shall state the nature and purpose of the application.

For example: Special use permit for a swimming pool or tennis court
Special use permit for a professional office in a home
Variance for insufficient setbacks for an existing structure
(specify house, garage, etc.)
Variance to permit the construction of _____
Subdivide into _____ (number of) lots
Construction or any other activity in a wetlands controlled
area (specify activity)
Site plan approval to construct _____
Other (specify nature of application)

The notice must also include the date, time, and place of the meeting, the name of the applicant, the location of the property involved in the application, and should also include the following paragraph:

Copies of this application are on file in the Coordinating Office and may be viewed by interested parties at any time during usual business hours. The Village's web site, www.scarsdale.com, is where you may "Subscribe to News" to receive meeting agendas and check meeting results and minutes.

At least two days prior to the hearing, the applicant must file with the Secretary to the Board a copy of the letter sent to the neighbors, a NOTARIZED certification that notice in satisfactory form and substance has been served in person on the affected property owners showing their signatures, or attaching the required original RECEIPTS FOR CERTIFIED MAIL from the Post Office as proof of mailing. Return receipt cards are NOT required. See Affidavit of Notice to Neighbors attached.

AFFIDAVIT OF NOTICE TO NEIGHBORS

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) ss:

_____, being duly sworn depose and say:

THAT I am over the age of eighteen years, reside at

_____, and am employed by

THAT on the _____ day of _____, the enclosed Notice of
Hearing in connection with an application for _____
for the property located at _____
was sent by:

- a) Certified Mail to the persons and parties set forth on the enclosed receipts which are annexed hereto and made a part hereof

OR

- b) Hand delivered with signatures acknowledging receipt attached.

NOTE: Two methods of service are permitted. Cross out method of service not used.

THAT each of such persons and/or parties are the owners of every property within two hundred feet of any part of the property which is the subject of the application referenced above and as indicated on the tax records of the Village of Scarsdale, New York.

SIGNATURE OF AFFIANT

Sworn to me this _____ day
of _____, 20__

NOTARY PUBLIC