

VILLAGE OF MAMARONECK
BOARD OF ARCHITECTURAL REVIEW

§ 6-6. Construction subject to review and approval.

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 Director of Building, Code Enforcement and Land Use Administration 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.

(1) Every applicant that submits an application to the Director of Building, Code Enforcement and Land Use Administration, 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(2) In the event that an application shall be withdrawn or become inactive, the applicant shall remove the sign within five business days of withdrawing the application or of receiving notice from the Board of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 every Board meeting in which the applicant's matter will be heard.

(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.

PROOF OF SERVICE 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 Board of Architectural Review 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 _____ and Lot (s) _____, and that I have 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.

Sworn to before me this _____

Day of _____, 200_____

Notary Public