

**VILLAGE OF BRONXVILLE  
BOARD OF TRUSTEES**

**PROPOSED LOCAL LAW NO. 4-2021**

**A LOCAL LAW TO AMEND CHAPTER 310, ZONING, AND CHAPTER 112,  
BUILDING CONSTRUCTION, REGARDING NOTICE**

Be it enacted by the Board of Trustees of the Village of Bronxville as follows:

**Section 1:** Section 310-44.F(5) of Chapter 310 of the Code of the Village of Bronxville is hereby revised in its entirety as follows:

- (5) Decisions to be furnished to applicant and others. A copy of each decisions shall be mailed by the Planning Board without charge within 30 days after the date of decision to the applicant or, if represented, to his or her attorney and to all others upon request for a reasonable fee. In addition, the Planning Board, as a condition of a grant of any application (in whole or in part) (particularly where the grant is conditioned on the fulfillment of conditions such as the maintenance of landscaping into the future), may require that the applicant mail a copy of the decision to those persons within the vicinity of the property who were required to receive notice of the hearing on the application at issue, and to file proof of such mailing with the Building Department.

**Section 2:** Section 310-52.H of Chapter 310 of the Code of the Village of Bronxville is hereby revised in its entirety as follows:

- H. Every decision of the ZBA shall be filed in the office of the Village Clerk within five business days after the day such decision is rendered and a copy thereof mailed to the applicant. In addition, as a condition of the grant of any application (in whole or in part) (particularly where the grant is conditioned on the fulfillment of conditions such as the maintenance of landscaping into the future), the ZBA may require that the applicant mail a copy of its decision to some or all persons within the vicinity of the property who were required to receive notice of the hearing on the application at issue, and to file proof of such mailing with the Building Department.

**Section 3:** There is hereby added to Section 112-9 of Chapter 112 of the Code of the Village of Bronxville a new subsection F, titled “Summary Project Statement”, which shall read as follows:

F. Summary Project Statement

- (1) At the same time that an applicant submits an application for a building permit or otherwise submits proposed plans for construction or demolition (but excluding permits or plans that relate solely to interior renovations and that do not involve any change to the use of the property, the exterior dimensions of a building or any accessory structure, or to any driveway or parking area), the applicant shall prepare a summary project statement, which:

- (a) identifies the property at issue by street address;

- (b) identifies by name, address, telephone number and email, the applicant or a representative of the applicant;
  - (c) briefly summarizes the nature (e.g. proposed home addition, proposed demolition, proposed driveway alteration, etc.) and rationale of the submission; and
  - (d) states that the publicly filed copies of plans and relevant supporting materials are available for inspection by prior appointment at the Building Department.
- (2) The Superintendent of Buildings shall send copies of such summary project statements to the Chair and Vice Chair of the Planning Board and the Zoning Board of Appeals (ZBA).
  - (3) The applicant shall be required to provide a copy of the summary project statement to any property owner within 100 feet of the subject property by certified mail or registered mail within ten (10) days of submitting said building permit application or proposed plans for construction or demolition. Should the Chair or Vice Chair of the Planning Board, or the Chair or Vice Chair of the ZBA, deem an area beyond 100 feet of the subject property to be affected by the application, he or she may require that the applicant send a copy of the summary project statement to the property owners within not more than 200 feet of said property by certified mail or registered mail. The Chair of either the Planning Board or the ZBA may also authorize the required notice to neighboring property owners to be provided by the applicant via less expensive means (such as regular mail, electronic mail, and/or hand delivery), as long as the applicant files a signed certificate with the Building Department attesting to such notice having been duly issued, in a form approved by the Building Department.
  - (4) An applicant's failure to comply with the provisions of this section shall constitute grounds for denying any requested permit or variance, or for delaying the commencement of any time period otherwise established under this Chapter for any Village official or Board to take any action or undertake any review.

**Section 4:** Severability. 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, such portion shall be deemed a separate distinct and independent portion. Such declaration shall not affect the validity of the remaining portions hereof, which other portions shall continue in full force and effect.

**Section 5:** This Local Law shall take effect immediately upon filing with the Secretary of State.