

# Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County  City  Town  Village  
(Select one.)

of Bronxville

Local Law No. 4 of the year 20<sup>21</sup>

A local law TO AMEND CHAPTER 310, ZONING, AND CHAPTER 112, BUILDING  
(Insert Title)  
CONSTRUCTION, REGARDING NOTICE

Be it enacted by the Board of Trustees of the  
(Name of Legislative Body)

County  City  Town  Village  
(Select one.)

of Bronxville as follows:

SEE ATTACHED

(If additional space is needed, attach pages the same size as this sheet, and number each.)

**(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)**

**1. (Final adoption by local legislative body only.)**

I hereby certify that the local law annexed hereto, designated as local law No. 4 of 2021 of the ~~(County)(City)(Town)(Village)~~ of Bronxville was duly passed by the Board of Trustees (Name of Legislative Body) on January 11 2021, in accordance with the applicable provisions of law.

**2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer\*.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ and was deemed duly adopted on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

**3. (Final adoption by referendum.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_.

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

**4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

\* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

**5. (City local law concerning Charter revision proposed by petition.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20 \_\_\_\_ of the City of \_\_\_\_\_ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on \_\_\_\_\_ 20 \_\_\_\_\_, became operative.

**6. (County local law concerning adoption of Charter.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20 \_\_\_\_ of the County of \_\_\_\_\_ State of New York, having been submitted to the electors at the General Election of November \_\_\_\_\_ 20 \_\_\_\_\_, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

**(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)**

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1 above.

\_\_\_\_\_  
Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: 2/5/21

(Seal)

**VILLAGE OF BRONXVILLE  
BOARD OF TRUSTEES**

**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 decision 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.