

Summary Project Statement

Building Permits for exterior alterations/construction require a summary project statement.

Project Street Address: _____

Name: _____

Address: _____

Telephone Number: _____

Email of Applicant/Representative: _____

Brief Summary of Work: _____

Signature of Applicant

Date

Attention: Publicly filed plans and relevant materials are available for inspection by prior appointment at the Building Department.

Directions to obtaining a list of neighbors within 100' radius of your property can be found on the Village of Bronxville's Building Department Page. Please visit www.villageofbronxville.com/building. In the left-hand column please click on Summary Project Statement and follow directions.

Please submit a copy of this form to the building department once completed. 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.