

PUBLIC NOTIFICATION for PLANNING BOARD

Public notification of application to the planning board is required to the public at large via a sign(s) on the property and specifically to property owners within 250 feet of all lot lines of the premises by certified mail.

FIFTEEN (15) Days Prior to Planning Board Meeting (or Public Hearing)

Applicant posts a sign on the premises which describes the subject of the application. (Signs shall be obtained from the New Rochelle Department of Development.)

Sign Placement

- In a visible location on the premises along the most commonly traveled street upon which the property fronts, in plain view
- Not raised more than 3' high off the ground
- Not more than 20' back from the front lot line

TEN (10) Days Prior to Planning Board Meeting (or Public Hearing)

The Ordinance requires that ten days (10) in advance of the meeting, the applicant shall provide notice to all property owners within 250 feet of all lot lines of the premises by certified mail, return receipt requested.

*Radius lists and labels from the New Rochelle Assessor's Office can take from 48-72 hours to be completed.

For Special Permit wireless telecom applications only

Ten (10) Days Prior to Planning Board Meeting (or Public Hearing), a Public Notice Sheet needs to be posted in the lobby of the building per Section 331-99 (M) (4) of the Zoning Ordinance.

FOUR (4) Days prior to Public Hearing

Applicant submits affidavits of sign posting and Post Office receipts/certification of mailing to Department of Development. (Affidavits of posting shall be obtained from the New Rochelle Department of Development.)

Within TWO (2) Days After Hearing

Applicant removes sign.