



Dear Applicant:

The Zoning regulations of the Village of Chestnut Ridge require your application be heard at a public hearing. Enclosed is a copy of your Public Hearing Notice, four completed Public Hearing Posters, an Affidavit of Posting, an Affidavit of Notification and a Notice of Property Owners Affidavit.

Posters must be displayed, not less than 10 days prior to the Public Hearing date, in visible locations on any public thoroughfare abutting the site at distances of 200 feet for a distance of 500 feet from the perimeter of the property. In addition, at least one such poster shall be posted on the site in a manner to be visible to the public. At the conclusion of the Public Hearing, the posters must be returned to Village Hall.

The Public Hearing Notices must be mailed (Certified Mail, Return Receipt Requested) to all property owners within 500 feet of the perimeter of your property, not less than 10 days prior to the Public Hearing date. When mailing notices, please add: "OR CURRENT RESIDENT" to addressee, thereby preventing mail from being forwarded to a previous owner.

In order for your application to be heard on the scheduled date, you will be required to submit to the Village Office the following items in the time frame indicated below:

1. U.S. Post Office certification receipts – no later than seven (7) days before the scheduled hearing.
2. Notarized Affidavit of Posting and Affidavit of Notification – no later than seven (7) days before the scheduled hearing.
3. Return Receipt postcards, as they become available.

Failure to provide this information in the time frame indicated could prevent the Board from hearing your application, warranting a repeat of the notification process.

I have read the above information:

---

Applicant's signature

Date