

Notification Signs Instruction Sheet

Per Section §205-7 of the Town of Yorktown Town Code, every applicant that submits an application to an approval authority empowered to approve or deny said application must post one or more notification signs on the property which is the subject of said application.

Please comply with the following:

1. Every Applicant must post one or more notification sign(s) within 3 days of acceptance of the application by the approval authority and must maintain the posted sign(s) place until the approval authority has rendered its final decision approving or denying said application. The first set of signs is free of charge and must be obtained from the Approval Authority at the time of application.
2. The sign(s) shall be erected not more than 10 feet from each boundary of the property that abuts a public road and must be conspicuous to the public.
3. In the event that the subject property abuts more than one road, additional signs will be posted facing each road on which the property abuts.
4. The bottom edge of each sign shall be positioned no less than 14 inches and no more than 36 inches above the ground.
5. If the sign's visibility is obscured by vegetation, the applicant must, cut the vegetation to a degree sufficient to maintain clear visibility of the sign from the road. If signs are lost, additional signs must be purchased from the Approval Authority for a \$10.00 fee per sign.
6. If the property does not abut a public road, one or more signs shall be posted in locations that can readily be seen by the public.
7. Prior to the commencement of any public hearings or, if no public hearings are required, prior to the rendering of any decision, the applicant shall submit a sworn certification on a form provided by the Town, together with legible photographic evidence, to verify the placement and maintenance of the required notice sign(s).
8. If the certification is not timely submitted, any scheduled public hearings shall be postponed until timely certification is submitted. In the event of repeated or continued noncompliance with the sign posting and certification requirements, the application may be dismissed at the discretion of the approval authority.
9. The notification sign(s) must be removed within 10 days after the approval authority has rendered its final decision approving or denying said application.

In the event that an application shall be withdrawn or become inactive:

1. The applicant shall remove the sign(s) within 5 business days of withdrawing the application or of receiving notice from the approval authority that the application has been designated inactive.
2. For the purposes of Section 205-7, any application which has not appeared on the approval authority's agenda for 6 or more months shall be designated inactive. The approval authority shall notify the applicant in writing and instruct the applicant to remove the sign(s) until the application is reactivated. Once the application is reactivated, the sign(s) shall be posted within 3 days.