



## Building Department

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## Sign Notification Instructions

**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**

### Signs must be posted as follows:

1. Every applicant must post one or more notification signs within 3 days of acceptance of the application by the Zoning Board of Appeals. The first set of signs is free of charge, and must be obtained from the Zoning Board Secretary.
2. Signs must remain posted until the Zoning Board of Appeals has rendered a decision.
3. Signs must 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.
4. In the event that the subject property abuts more than one road, additional signs must be posted facing each road on which the property abuts.
5. The bottom edge of each sign must be positioned no less than 2½ feet and nor more than 3 feet above the ground.
6. 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.
7. If signs are lost, additional signs must be purchased from the Zoning Board of Appeals for a \$10.00 fee per sign.
8. If the property does not abut a public road, one or more signs must be posted in locations that can easily be seen by the public.
9. Prior to commencement of any public hearing, or, if no public hearings are required, prior to the rendering of any decision, the applicant must submit a sworn certification, on a form provided by the Town, together with legible photographic evidence to verify the placement and maintenance of the sign(s).
10. If the certification is not submitted on time, any scheduled public hearing shall be postponed until timely certification is submitted. In the event of repeated or continued noncompliance with sign posting and certification requirements, the application may be dismissed at the discretion of the approval authority.
11. The notification sign(s) must be removed within 10 days after the approval authority has rendered its final decision approving or denying the application.

### Withdrawn or inactive applications:

1. In the event that an application is withdrawn or becomes inactive, the applicant must remove the sign(s) within 5 business days of withdrawing the application or of receiving notice from the Zoning Board of Appeals that the application has been designate inactive.
2. Any application which has not appeared on the Zoning Board of Appeal's agenda for 6 or more months shall be designated inactive.
3. If an application is designated inactive, the Zoning Board of Appeals shall notify the applicant, in writing, to remove the sign(s) until the application is reactivated.
4. Once an application is reactivated, the sign(s) must be posted within 3 days.