



Rules of Procedure - Certificate of Appropriateness **Notification of Adjacent Property Owners** *(For additions/alterations to a landmark)*

The following statements are guidelines. Applicants are advised to refer to Chapter 17 of the Code of Pound Ridge (paying particular attention to Article IV) which governs the authority of the Landmarks and Historic District Commission to protect designated landmark sites.

1. The applicant is required to send by mail notices of this application to all adjacent property owners.
2. This Notice of Public Hearing shall be emailed to the applicant and it shall be sent by the Applicant, by regular mail, to all property owners within 500' of the perimeter of the subject property at least 16 days prior to the date of the public hearing. Names and addresses can be found on the Town's website, townofpoundridge.com

Instructions: Click on GIS Mapping on the home page, then the link. When the GIS page appears, click "I agree". On the left, in the "Search" column, enter either your name, or location or your block & lot#. When your property comes up, click on the box that applies. The property will be highlighted in yellow. Then click on "Abutters". It should be defaulted to 500 feet. Click "select" The abutters are inside the red-lined area. Then click under "Reports" and select first a pdf list of abutters (You will need this list to submit to Landmarks.) and then the mailing labels. You can use these to mail out the Notices.

3. Submit a list of those who were notified to Landmarks (through the Building Department).
4. An Affidavit of Notification shall be completed by the applicant and notarized and submitted to the Landmarks Commission.
5. Commission members will walk the site and property where relevant. The Owner will be informed when this will take place.