



VILLAGE OF MAMARONECK PLANNING BOARD APPLICATION AND INSTRUCTIONS FOR SITE DEVELOPMENT PLAN

1. It is the applicant's responsibility to fully complete this application carefully and to provide, together with the application, all the necessary information, including certified plans, surveys, photographs, maps and proof supporting your application. Failure to submit certified drawings and a survey within the past 12 months by a licensed surveyor, or any other information, will only delay your application, since the Board cannot review incomplete applications.
2. All applications to the Planning Board are to be submitted to the Building Department. The Building Department will determine the amount of and collect the fees to be paid in connection with the application. Plans will be reviewed for conformance to the Village Zoning Code and applicable building codes to the satisfaction of the Building Inspector.
3. Site Development plans must meet the requirements of Chapter 342 Article XI of the Village Code and be submitted at least (12) days in advance of the next Planning Board meeting.
4. Planning Board Meetings are regularly scheduled for the Second and Fourth Wednesdays of each month at 7:00pm in the Village Hall located at 169 Mt. Pleasant Avenue, Mamaroneck, New York. There are NO meetings scheduled in the month of August.
5. Thirteen (13) Copies of a full application accompanied by a digital copy, supporting plans, surveys, and other documents shall be filed with the Building Department, along with the prescribed fees. (All applications must be individually collated.)

6. Notice Requirements

6a. Whenever site plan approval of the Planning Board is sought by an applicant, the applicant, in addition to any other notice required by law, shall notify, in writing, all property owners within 200 feet of any boundary line of the proposed site affected by the pending application.

6b. The notice shall be served personally or by certified mail, return receipt requested, upon all affected property owners at least ten (10) days prior to the scheduled hearing date, and an affidavit of service shall be filed with the Secretary of the Planning Board at least five days prior to the scheduled hearing date. In the event that service is effectuated by certified mail, then the return receipt shall be submitted to the Planning Board at the first hearing date.

6c. The applicant shall post one notification sign on the property which is the subject of said application at least Ten (10) days prior to the scheduled hearing date and must maintain the posted sign in place until the Planning Board has rendered its final decision approving or denying said application. The sign shall be erected not more than 10 feet from the front yard boundary of the property that abuts a public road and must be conspicuous to the public. The bottom edge of the sign so erected shall be positioned no less than 2.5 feet and no more than (3) feet above the ground. 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 the front yard of the property does not abut a public road, a sign shall be posted in a location that can readily be seen by the public. A sign erected under this provision must be removed within 10 days after the Planning Board has rendered its final decision approving or denying said application.

6d.Said sign shall be at least 30 inches by 20 inches in size, consist of sturdy and serviceable material containing a white background with black letters and shall read as follows, in legible lettering at least two inches high. Said sign must say "ON THIS SITE A (describe action set forth in the application) IS PROPOSED.THIS MATTER WILL BE DISCUSSED AT A PLANNING BOARD MEETING ON (give date) AT (give time) AT (give location)." The applicant shall update the sign at least two weeks prior to every Board meeting in which the applicant's matter will be heard.

6e. Prior to the commencement of any public hearing or, if no public hearing is required, prior to the rendering of any decision disposing of any application, the applicant shall submit sworn certification verifying placement and maintenance of the required notice sign. If the certification is not timely submitted, any scheduled public hearings shall be cancelled, subject to rescheduling, and any dispositive action by the Planning Board shall be deferred 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 Planning Board.

Failure to comply with any of the provisions hereof shall be a basis for denying any approval sought by the applicant.

7. At the time of submission of an application to the Village Planning Board, the applicant shall deposit funds with the Village sufficient to reimburse the Village for all reasonable costs of planning, environmental, engineering, legal, architectural, accounting and/or other consultants deemed appropriate by the Planning Board in connection with the review of the application. When an application is filed, the Building Inspector shall fix the amount of the initial deposit (escrow) to be made by the applicant. If at any time during the review process the amount of the escrow account falls below 50% of the initial escrow. Then the applicant shall be required to submit an additional deposit to bring the total escrow up to the full amount of the initial deposit (as determined by the Building Inspector).In the event an applicant fails to make any escrow payment required and/or fails to pay the full amount billed for consultant fees, the Planning Board shall adjourn any pending application and/or withhold final approval until such payment is made. In the event final approval has been granted and an outstanding balance for consulting fees remains unpaid, the Building Inspector shall not grant a building permit and/or certificate of occupancy until payment of approved outstanding consulting fees has been made in full.NO MEETINGS WITH ANY CONSULTANT CAN BE HELD UNTIL AN ESCROW ACCOUNT HAS BEEN ESTABLISHED.

8. Escrow Deposits.

New Site Plan	Major: \$9,500.00 Minor: \$7,500.00
Revised Site Plan (Major)	\$6,000.00
Revised Site Plan (Minor)	\$3,000.00
Change of use	\$3,000.00

- Any amount that is not listed please contact the Building Inspector for the proper amount.

9. Upon the submission of a complete application the following application fees shall be paid. Residential

Per housing unit	\$ 300.00
Per parking space	\$ 25.00

Nonresidential

Per 1000Sq. Feet	\$ 125.00
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Any Questions can be directed to the Building Inspector (914) 777-7731 and/or the Secretary to the Planning Board at (914)825-8758



Village of Mamaroneck Building Department

169 Mt. Pleasant Avenue
Mamaroneck, N.Y. 10543
914-777-7731 Fax 914-777-7792
www.village.mamaroneck.ny.us

Application # _____

Permit # _____

Building Permit Application

NOTE: Two sets of construction documents must be submitted with application.

1. Project address: 412 Munro Avenue

Zone	R-7.5	Section	9	Block	15	Lot	282	
Existing use Residential:	<input type="checkbox"/> Single Family	<input type="checkbox"/> 2 Family	<input checked="" type="checkbox"/> Other					
Intended Use:	<input type="checkbox"/> Single Family	<input type="checkbox"/> 2 Family	<input type="checkbox"/> Other					
Existing Use Commercial:	<input type="checkbox"/> Multi Family How Many?	<input type="checkbox"/> Retail	<input type="checkbox"/> Resturant	<input type="checkbox"/> Busi				
<input type="checkbox"/> Other (Please specify)								
Intended Use:	<input type="checkbox"/> Multi Family How Many?	<input type="checkbox"/> Retail	<input type="checkbox"/> Resturant	<input type="checkbox"/> Busi				
<input type="checkbox"/> Other (Please specify)								
Is This a Non Conforming Use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Please specify)						
Estimated cost:		Application Fee:		Permit Fee:				

2. Description of work:

BBQ/ Patio area improvements

3. Owners name and address :

Phone #:

4. Applicant name and address :

Billy Archer
Archer Property Management
105 Calvert Street
Harrison NY 10528

E-Mail Address :

Phone #:

5. Applicant Name (Please print):

William J Archer Jr.

Applicants Singiture:

6. Is this a new residential house?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	
7. Is this a new commercial building?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	
8. Municipal sewer ?	Septic system?(If applicable, attached Health Dept. approval) N/A				
9. Is this structure with in the flood plain?	No	<input type="checkbox"/>	If yes, please file a Flood Development Permit		
10. Is this project with in the tidal wetland or buffer?	No	<input type="checkbox"/>	If yes, please file a wetland activity permit.		
11. Is this project with in the fresh water wetland or buffer?	No	<input type="checkbox"/>	If yes, please file a wetland activity permit.		
12. Is there a disturbance of land greater than 1,000 square feet ?	<input type="checkbox"/>	If yes, please file a SWPPP permit per section 294.			
13. Topography:	<input type="checkbox"/> Flat	<input type="checkbox"/> Hilly	<input type="checkbox"/> Rocky	<input checked="" type="checkbox"/> Steep Incline	<input type="checkbox"/> Other
14. Do you require any other board approvals? If yes please check which boards you require bellow.	<input type="checkbox"/> BAR	<input type="checkbox"/> Zoning	<input type="checkbox"/> Planning	<input type="checkbox"/> HCZM	<input type="checkbox"/> Other

15. Architect/Engineer name and address:

Catizone Engineering, P.C.
1 West Avenue Suite 219
Larchmont NY 10538

Phone # :

16. Contractor name and address:

License # :
Expiration date:

Phone #:

17. Electrician name and address:

License # :
Expiration date:

Phone #:

18. Plumbers name and address:

License # :
Expiration date:

Phone #:

19. State of New York
County of Westchester

William J. Archer

(Name of Applicant)

being duly sworn deposes and says

He/ She is the

Agent

of said property, and duly authorized

(Owner, Contractor, Agent or Corporate officer)

to perform or have performed the said work and to file this application: that all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in the application in the plans and specification filed therewith and in full compliance with New York State Codes.

Sworn to before me this 16 day of Aug., 20 22

(Signature of Notary)

AVA CIFARELLI
Notary Public - State of New York
NO. 01CI6397161
Qualified in Westchester County
My Commission Expires Sep 3, 2023

Do not write below this line office use only**Received By:**

- | | |
|--------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Residential Application Fee \$75.00 | <input checked="" type="checkbox"/> Residential Permit Fee |
| <input type="checkbox"/> Commercial Application Fee \$125.00 | <input type="checkbox"/> Commercial Permit Fee |
| <input type="checkbox"/> License: | <input type="checkbox"/> CO or cc Fee |
| <input type="checkbox"/> Insurance: | |
| <input type="checkbox"/> 2 Sets of drawings: | |
| <input type="checkbox"/> EAS: | |
| <input type="checkbox"/> Flood Plain Development Application if required | |

Building Inspector approval: _____

Date approved: _____

6. Use of site: Present, if any: _____

Proposed: _____

7. Covenants, easements or other restrictions to which site is subject, if any. List here, and submit pertinent documents or state "None"

None

8. Area of site: 20,112 sq.ft. or 0.46 acres

9. Application relates to an existing building erected: (Date) _____ that (Is) or (is not) conforming to Zoning Ordinances; a proposed use, or a Certificate of Occupancy. For existing building, CO issued: (date) _____

10. Proposed gross floor area: NO CHANGE Existing gross floor area: NO CHANGE

11. Number of existing parking spaces if any: NO CHANGE

12. Proposed parking spaces: NO CHANGE Total Spaces: NO CHANGE

13. Coastal Assessment Form

(See Sec.240-28 of the Village code for additional information.)

II. Coastal Assessment Form (Check either "Yes" or "No" for each of the following questions).
(See Chapter 240 of the Village Code for additional information.)

A. Will the proposed action be located in, or contiguous to, or to have a significant effect upon any of the resource areas identified in the Local Waterfront Revitalization Program?

(Check) Yes or No

- | | | |
|-----------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| 1. Significant fish/wildlife habitats (7, 7a, 44) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Flood Hazard Areas (11, 12, 17) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Tidal or Freshwater Wetland (44) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Scenic Resource (25) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Critical Environmental Areas (7, 7a, 8, 44) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Structures, sites or sites districts of historic,
Archeological or cultural significance (23) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

B. Will the proposed action have a significant effect on any of the following?

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| 1. Commercial or recreational use of the fish and wildlife resource (9, 10) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Development of the future or existing water-dependent uses (2) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Land and water uses (2, 4) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Existing or potential public recreation opportunities (2, 3) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Large physical change to a site within the coastal area which will require
the preparation of an environmental impact statement (11, 13, 17, 19, 22,
25, 37, 38) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Physical alteration of one or more areas of land along the shoreline, land
under water or coastal waters (2, 4, 11, 12, 17, 20, 28, 35,44) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Physical alteration of three or more acres of land located elsewhere in
the coastal area (11, 12, 17, 33, 37, 38) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Sale or change in use of state-owned lands, located under water
(2, 4, 19, 20, 21) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Revitalization/redevelopment of deteriorated or underutilized waterfront
site (1) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Reduction of existing or potential public access to or along coastal
waters (19, 20) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Excavation or dredging activities or the placement of fill materials in
coastal waters of Mamaroneck (35) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12. Discharge of toxic, hazardous substances, or other pollutants into
coastal waters of Mamaroneck (34, 35, 36) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 13. Draining of storm water runoff either directly into coastal waters of
Mamaroneck or into any river or tributary which empties into them (33, 37) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. Transport, storage, treatment or disposal of solid waste or hazardous
materials (36, 39) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Development affecting a natural feature which provides protection
against flooding or erosion (12) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

C. Will the proposed activity require any of the following:

1. Waterfront site (2, 4, 6, 19, 20, 21, 22)
2. Construction or reconstruction of a flood or erosion control structure
(13, 14)

☐☒☐☒

III. Remarks or Additional Information Click here to enter text.

Preparer's

Signature:



Date:

08.11.2022

Preparer's Name/Title: Pietro A. Catizone, P.E.

Company: Catizone Engineering, P.C.

Address: 1 West Avenue, Suite 219 Larchmont NY 10538

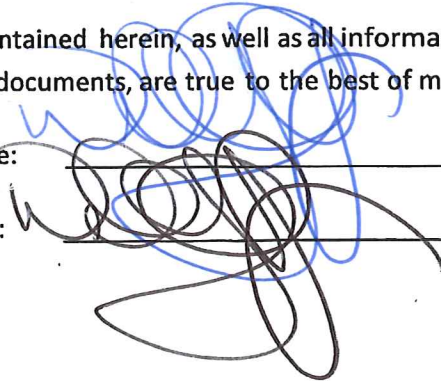
14. Has this property been the subject of past Village Board, Planning Board, or Zoning Board applications and/or approvals? If yes, Please explain:

15. Are there any other discretionary actions before any other board within the Village? If yes, please explain:

Note: By signing this document the owner of the subject property grants permission for Village Officials and Planning Board members to conduct a site visit in connection with the review of this application.

The statements contained herein, as well as all information submitted in the application and any other supporting documents, are true to the best of my belief.

Applicant signature:



Date:

8/16/22

Owner's signature:

Date:

8/22/22

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project: BBQ/Patio Area Improvements			
Project Location (describe, and attach a location map): 412 Munro Avenue, Mamaroneck, NY 10543			
Brief Description of Proposed Action: Renovating patio area, installing retaining wall, fencing, plants, and permeable pavement			
Name of Applicant or Sponsor: Billy Archer		Telephone: E-Mail:	
Address: 105 Calvert Street			
City/PO: Harrison		State: NY	Zip Code: 10528
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		0.46 acres	
b. Total acreage to be physically disturbed?		0.03 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.46 acres	
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: Not applicable	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: Not applicable	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: Not applicable	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/> NO <input type="checkbox"/> YES		

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: <u>William J. Archer Jr.</u> Date: <u>8/16/22</u> Signature: <u>[Signature]</u> <u>Agent for Heathcote Menor Corp.</u>		



AFFIDAVIT OF NOTICE TO NEIGHBORS

STATE OF NEW YORK)

COUNTY OF WESTCHESTER)

SS:

Be duly
sworn
disposed

_____ and say:

That I am over the age of eighteen years and reside

at _____

_____ (City) _____ (State) _____ (Zip code). That on

the _____ day of _____, the enclosed Notice of Hearing in
connection with an application for _____ was
sent Certified Mail to the persons and parties set forth on the enclosed receipts which
are annexed hereto and made a part hereof

OR

Hand delivered (signatures acknowledging receipt attached).

(NOTE: Two methods of service are permitted. Cross out method of service NOT used.)

That such persons and/ or parties are the owners of all properties within 200 feet
of any part of the property which is the subject matter of this application as indicated
on the tax records of the Village of Mamaroneck, New York.

SIGNATURE OF OWNER
OR REPRESENTATIVE)

Sworn to me this _____ day of _____, 20____.

Notary
Public

Application# _____



AFFIDAVIT VERIFYING PLACEMENT OF REQUIRED NOTICE SIGN

STATE OF New York

COUNTY OF

WESTCHESTER

SS:

I _____ being duly sworn, deposes and say: That I am the _____ of the above-referenced application to the Planning Board of the Village of Mamaroneck with respect to the property located at: _____ and, that I have placed, and will maintain, the required notification sign in accordance with the provisions of subsection B (2) of section 342-94 of chapter 342 of the code of the Village of Mamaroneck, as may have been modified by the Planning Board Chairman.

Sworn before me this _____ day of
_____ 20 _____

Notary Public

Application # _____



VILLAGE OF MAMARONECK- PLANNING BOARD

Letter of notification to adjoining property owners within the prescribed distance.

Name of Applicant: Billy Archer Application #
Site location address: 412 Munro Avenue, Mamaroneck NY 10543

Detailed description of proposed application:

Renovating patio area, installing retaining wall, fencing, plants, and pervious pavement

Date of Planning Board meeting: September 14, 2022

Time and location of meeting:

Village Hall
169 Mt.Pleasant Avenue
Mamaroneck, N.Y.10543
7:00PM

Date: 8/16/22 Signature of applicant: [Signature]

The application can be viewed at the Village of Mamaroneck Building Department 169 Mt.Pleasant Avenue, Mamaroneck, N.Y.10543. Third floor. Hours of operation Mon.- Fri. 9-4 pm (July 1 through & August 8:30am-3:00pm)