

**LOCAL LAW NO. 2 OF THE YEAR 2024**  
**AMENDING CHAPTER 20 OF THE VILLAGE CODE OF**  
**THE INCORPORATED VILLAGE OF PLANDOME MANOR**

§20-5 Powers and Duties

- E. Notice to Adjacent Owners. **Except as set forth in subsection G below, notice** for any meeting at which an application is to be reviewed by the Design Review Board shall be provided to all owners of property within 200 feet of the property affected by such an application. The applicant shall send such notice by certified mail not less than 10 days nor more than 20 days prior to the meeting. The notice shall identify the property which is the subject of the application, the nature of the proposed construction, and the date, hour and place fixed by the Board for the meeting. The applicant shall provide the Village Clerk with an affidavit of the mailing of such notices specifically stating that notices were sent to all owners of property within 200 feet of the property affected by the application, and the applicant shall simultaneously provide the Clerk the original certified mail certificate bearing the official post mark affixed thereon by the post office for each certified letter sent by the applicant in accordance with this section at least two days prior to the meeting. A copy of such notice shall also be mailed to the Mayor and the Board of Trustees of the Incorporated Village of Plandome Manor.
- G. Applications for minor modifications to existing structures such as door or window replacement or replacement of fences, pillars, siding and similar work shall be subject to review of the Design Review Board but shall not require notice to adjacent owners. Upon the determination of the Building Superintendent, the applicant shall submit a short-form application for approval.
1. Should the Design Review Board determine that the application has a significant impact on the surrounding community it may, on its own motion, call for a public hearing.
  2. Upon a motion to hold a public hearing, the applicant shall be required to mail notice as set forth in subparagraph E of this section and the Village Clerk shall publish notice as required by this Code.