



TOWN OF NORTH CASTLE
Town Hall - 15 Bedford Road
Armonk, New York 10504
Established 1736

ALISON SIMON
Town Clerk

Telephone: (914) 273-3000 x42
asimon@northcastleny.com

INFORMATION REGARDING NOTIFICATION PROCESS FOR PUBLIC HEARINGS

1. PREPARATION OF LEGAL NOTICE

Following scheduling of the public hearing by the Town Board, the Town Clerk will prepare the Legal Notice and email it to the applicant or professional who must mail the Notice to neighboring property owners as per Town Code and email the Notice to the Journal News for publication.

2. MAILING OF LEGAL NOTICE

Contact the North Castle Assessor's Office to [request a list of neighboring property owners](#) within 250 feet to be notified of the public hearing. The Assessor's Office requires **a minimum of one week's notice** and payment of \$50 to prepare the mailing list and two sets of labels for your mailing of the Legal Notice. The Office can be contacted at 17 Bedford Road, Monday-Friday at 273-3000 x47. Questions can be emailed to assessor@northcastleny.com.

The Town Clerk's Office will provide the official envelopes and Certificate of Mailing form. Using the list of neighboring property owners and labels provided by the Assessor's Office, mail the Legal Notice by First Class Mail. **The Legal Notice must be mailed no less than 10 days prior to the public hearing date, and no more than 20 days prior to the public hearing date.** The Certificate of Mailing (PS Form 3817 or 3877) must include labels for all neighboring property owners on the mailing list and must be postmarked and signed by US Post Office on the date of the mailing.

3. PUBLICATION OF LEGAL NOTICE

Email the Legal Notice to the Journal News at legals@lohud.com. They will provide an *Affidavit of Publication* which must be submitted to the Town Clerk prior to the public hearing. The Journal News requires two days prior notice before 12 noon, not including weekends and holidays, for ad placement. **The Legal Notice must be published no less than 10 days prior to the public hearing date and no more than 20 days prior to the public hearing date.** It is recommended that you purchase the Journal News for your records the day the Legal Notice is published.

Note the following deadlines and information (on next page) provided by the Journal News:

<u>Date of Publication</u>	<u>Deadline</u>
Monday	Thursday 12 noon
Tuesday	Friday 12 noon
Wednesday	Monday 12 noon
Thursday	Tuesday 12 noon
Friday	Wednesday 12 noon
Saturday	Thursday 12 noon
Sunday	Thursday 12 noon

If a customer does not pay for the Notice in time, Notice will not publish as confirmed by receipt. We encourage the customer to pay as soon as they receive the proof and/or message left calling for payment.

Remember to include your contact information when you submit your ad. If you do not include your contact info (name, address, phone number) we cannot set the Notice up in the system. If Notice is sent one day and the contact info the next, we cannot guarantee the same deadline will apply as to when the customer originally emailed.

Word documents are encouraged for a speedy turn around. Affidavits are automatically included with each Notice. If you have any questions regarding your publication, call 888-516-9220.

4. PROOF OF MAILING AND PUBLICATION

No later than 24 hours prior to the public hearing, the following **must** be submitted to the Town Clerk's Office.

- List of Neighboring Property Owners prepared by the Assessor's Office
 - Certificate of Mailing – PS form 3817 or 3877 postmarked by the US Post Office
 - *Affidavit of Publication* from the Journal News
- If the Affidavit is not received prior to the hearing, the page from the Journal News which includes the Notice and date of publication should be submitted to the Town Clerk's Office. *Affidavit of Publication* must be submitted to the Town Clerk's Office when received to complete the public hearing file.

The public hearing will not be held without the required proof of mailing to neighboring property owners and proof of publication in the Journal News. At the public hearing, the Town Board may approve or deny the application or adjourn the hearing.