

## Summary Project Statement

Building Permits as per Village of Bronxville Municipal Code 112-9 F for exterior alterations/construction require a summary project statement.

Project Street Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email of Applicant/Representative: \_\_\_\_\_

Brief Summary of Work: \_\_\_\_\_

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**Attention: Publicly filed plans and relevant materials are available for inspection by prior appointment at the Building Department.**

Directions to obtaining a list of neighbors within 100' radius of your property can be found on the Village of Bronxville's Building Department Page. Please visit [www.villageofbronxville.com/building](http://www.villageofbronxville.com/building). In the left-hand column please click on Summary Project Statement and follow directions.

Please submit a copy of this form as well as the affidavit of mailing for Summary Project Statement to the building department once completed. The applicant shall be required to provide a copy of the summary project statement to any property owner within 100 feet of the subject property by certified mail or registered mail within ten (10) days of submitting said building permit application or proposed plans for construction or demolition.

Sent Registered Mail     Hand Delivered     Sent Vial Email

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Applicant Print Name)

Sworn before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public