



Town of Mount Hope

1706 Route 211 West

Otisville, NY 10963

845-386-1141

## PLANNING BOARD & ZONING BOARD

### PROCEDURE FOR PUBLIC HEARING

For full context see Zoning & Local Law, Town of Mount Hope and Subdivision Regulations.

1. Notice to be ADVERTISED if Official Town Newspaper (Times Herald Record) at least ten (10) days before such hearing for one (1) day. This will be done by the Planning & Zoning Board Secretary.
2. Notice of said hearing shall be posted in at least three (3) prominent places at least ten (10) days prior to hearing. (It is the applicant's responsibility to see that notices are posted except for the Town Clerk's Office which will be done by the Planning Board & Zoning Board Secretary.) Other postings should be at the:  
**Village Clerk and Local Post Office**
3. Give notice of hearing by mailing to owners of all property abutting that are held by the applicant in the same immediate area and all other owners within 500 feet either by certified or registered mail (return receipt). Names to be taken as they appear on the last completed tax roll of the town.

At the public hearing the following must be given to the Chairperson of the Planning Board.

- a) Copy of names of abutting property owners and all others within 500 feet.
- b) Return receipts to certify that those names as required were officially notified by mail.
- c) Locations of where notices were posted.