

THIS LETTER SHALL BE SENT ONLY IF THE APPLICANT AND THE OWNER ARE NOT THE SAME PERSON OR ENTITY.

To: **PROPERTY OWNER(S) AS SHOWN ON DEED** Date: _____, 20____
[NAMES(S) AND CURRENT ADDRESS(ES)]

Re: **Property located at:** _____, Town of Mamaroneck, N.Y.

Block and Lot: _____

Application for: _____

To whom it may concern:

An Application involving the above-described property, a copy of which is enclosed, will be submitted to the Town of Mamaroneck Building Department by the undersigned Applicant.

If this Application was not authorized by you, please notify the Town of Mamaroneck Building Department, in writing, at the address below, within ten (10) calendar days of the date hereof. If the Town's Building Department does not receive a written objection from you within that period of time, the Application will be processed and the relief requested may be granted.

TOWN OF MAMARONECK BUILDING DEPARTMENT
TOWN CENTER
740 WEST BOSTON POST ROAD
MAMARONECK, NY 10543

Sincerely yours,

Print Name: _____
Applicant

A completed letter shall be sent, by certified or registered mail, by the Applicant, to each record owner of the applicable property. A copy of each letter, with a copy of the applicable USPS mailing receipt attached, shall be included in the application package.