



# Town of Philipstown

Code Enforcement Office  
238 Main Street, PO Box 155  
Cold Spring, NY 10516

Office (845) 265- 5202 Fax (845) 265-2687

## REQUEST FOR WRITTEN RESPONSE

### Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

### Property Information:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tax Map# \_\_\_\_\_

Check (  ) the box that applies and submit to the Code Enforcement Department with Fee..

(  ) **Municipal Records Search and Report** - \$175 per Tax map parcel number.

The office will review the department records and supply a written response of any known violations, last legal use and supply a copy of any certificates.

(  ) **Request for Assignment or Verification of Street Number** - \$25 per tax map number.

The office will assign or verify a Street Identification Numbers for a property in writing.

(  ) **Request for Inspection or Re-Inspection** (if no permit or to close an expired permit)  
Fee - \$100

The Code Enforcement Officer will perform a requested inspection.

(  ) **Bedroom Count Fee** - \$25

The Code Enforcement Office will review the department records and supply a written response of the number of bedrooms to exist in a residence.

(  ) **Letter of "No Violation Letter" from Zoning Administrator** - \$175.00 per property tax map number;

The Zoning Administrator will review the department records and supply a written response of any outstanding violations.

FEE: \_\_\_\_\_ Received: \_\_\_\_\_