



Town of
Washington

**TOWN OF WASHINGTON
BUILDING DEPARTMENT
10 Reservoir Dr, PO Box 667
Millbrook, NY 12545
845-677-3419**

REQUEST FOR A MUNICIPAL RECORDS SEARCH

INCLUDES CERTIFICATES OF OCCUPANCY/COMPLIANCE, OPEN BUILDING PERMITS, VIOLATIONS,
STREET REPORT & WATER SEWER

I, _____, request a Municipal Search be completed for the following property located within the Town of Washington:

Location: Dutchess County Tax Map Number: _____ - _____ - _____

Street Address: _____

Property Owner: _____

Mailing Address of Property Owner: _____

Search Requested By: _____

Daytime Phone Number: _____ Email Address: _____

Name of Person to be contacted for a site inspection: _____

Daytime Phone Number: _____ Email Address: _____

Was this lot created by a subdivision or lot line change under the current ownership? _____ If yes, what year: _____

List all improvements and description of their use including main house, apartments, barns, garages, fixed generators, pools, sheds, greenhouse, tennis or basketball courts, etc.

_____, _____, _____

_____, _____, _____

_____, _____, _____

Attach additional sheet if necessary.

Total number of improvements: _____

This form is to be sent to the Town of Washington Building Department and must include the following:

- Owner Affidavit if the Owner is not the applicant.
- Consent to Inspection.
- Fee of \$200.00, plus \$15.00 fee for each improvement other than the main structure. Check made payable to Town of Washington. Total enclosed: \$ _____
- Self-Addressed Stamped Envelope if you prefer the information mailed rather than emailed to you.
- Please allow a minimum of two weeks for processing and inspection.

Signature of Applicant: _____ Date: _____

Date Received _____ Amount of Fee Paid _____ Receipt # _____ Employee Initials _____ Insp. Date _____
of Violations _____ BP Required _____ Date Letter sent _____ File Closed _____