



TOWN OF UNION  
Dept. of Building Permits/Code Enforcement  
3111 East Main Street  
Endwell, New York 13760  
(607) 786-2920  
Fax (607)786-2320

## ZONING COMPLIANCE REQUEST SHEET

To request a letter concerning compliance of a particular property with the zoning code of the Town of Union or Village of Johnson City, fill out the information noted below. Please be advised that these letters are not issued until a thorough investigation of the property is performed. We review our records and may obtain information from the Assessor's Office as well.

There is a \$15.00 charge for a letter regarding 1 and 2 Family dwellings, a \$25.00 charge regarding Multi Family buildings and \$50 for Commercial/Industrial buildings.

The request is not given priority and will not be issued overnight. As stated above, time is needed to confirm the current and past history of the parcel. Any information that you can offer to assist is welcome.

Current Property Owner: \_\_\_\_\_

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

Tax Map Number: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

Current use of this property: \_\_\_\_\_ 1 Family Residential \_\_\_\_\_ 2 Family Residential  
\_\_\_\_\_ Multiple Family Residential \_\_\_\_\_ Vacant  
\_\_\_\_\_ Commercial/Industrial: \_\_\_\_\_  
(Name of current Business Occupant)

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for request: \_\_\_\_\_

The letter should be addressed to:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

This letter should be: \_\_\_\_\_ Mailed \_\_\_\_\_ Faxed: Phone Number: \_\_\_\_\_

\_\_\_\_\_ emailed \_\_\_\_\_

\_\_\_\_\_ Picked up by: \_\_\_\_\_