

ZONING VERIFICATION REQUEST

HELPFUL HINTS

- Make sure the property is located within the Town of East Fishkill prior to requesting a statement.
- Provide the address of the property and/or the parcel number. This information helps staff to identify the property and expedite your request.
- Requests are processed in the order that they are received. Depending upon department workload, the amount of research involved in completing your request and service demands, ZVS may take up to twenty-one (21) business days to complete provided that all required information and fees are submitted with the application.
- A separate request must be made for each address/parcel.
- All fees are nonrefundable. A ZVS is based upon available records and not all records are available for all properties. If the site is zoned one way but being used another way, the fee will be based on the sites highest potential use (i.e. commercial rather than residential).

For more information, contact:

Town of East Fishkill
Planning & Zoning Department
Phone: (845) 221-2428 ext. 105
[Planning & Zoning](#)

Records of zoning, fire and building code violations must be requested via a Municipal Search. Please contact the Building Department at (845) 221-2427 ext. 112.



OVERVIEW

What is a zoning verification statement?

A zoning verification statement ("ZVS") is written confirmation provided by the Town to confirm the current zoning designation of a particular piece of property and the types of uses that are allowed in that zoning district. ZVS are for zoning related items. Staff may not be able to respond to requests that include questions related to topics other than zoning.

What type of information is provided in a zoning verification statement?

Zoning verification statements contain the following information:

- The assigned address of the subject site
- The legal description of the property
- The current zoning designation of the property and permitted uses
- The overlay district or sector plan affecting the property, if applicable

Zoning verification statements DO NOT include the following:

- Confirmation of the existing development's compliance with current zoning code requirements*, conformance/nonconformance of existing uses or structures, or reference to building or fire codes
- Copies of site plans, special exceptions, certificates or other approvals
- The zoning designations of abutting or nearby properties
- Reference to any existing property, building or zoning code violations

*Written confirmation of a property's compliance with current zoning standards, reference to nonconformance/rebuild allowances, parking, and/or types of permitted development on a property are provided through our SITE PLAN REVIEW/APPROVAL process.

How do I obtain a zoning verification statement?

Complete the application on the reverse side of this form and return it with the applicable fee to:

Town of East Fishkill – Planning & Zoning Dept.
330 Route 376, Hopewell Junction, NY 12533

SELF-HELP RESOURCES

- **Zoning Code.** If you would like to view and/or obtain copies of the Comprehensive Town Zoning Code, please visit the following website:
 - o <https://ecode360.com/EA0495>
- **Recorded Documents.** If you would like copies of official recorded documents such as permits, special exceptions or certificates of occupancy, please make a Freedom of Information Law (FOIL) request to:
 - o <https://www.eastfishkillny.gov/Government/clerk.htm>
- **GIS Data.** If you would like mapping or geographic information, please visit the following website:
 - o <https://gis.dutchessny.gov/parcelaccess/>

THERE ARE FEES FOR A ZONING VERIFICATION STATEMENT. PLEASE GO TO [Fee Schedule](#). The Town typically does not conduct an inspection in conjunction with the ZVS and cannot confirm whether the property is currently in compliance with Town codes. Nonconforming properties are subject to enforcement action.

**TOWN OF EAST FISHKILL
PLANNING & ZONING DEPARTMENT**

ZONING VERIFICATION REQUEST

DID YOU REMEMBER TO...

- Verify that the property is located within the Town's jurisdiction? Provide the legal address of the property and the parcel number?
- Submit your request at least thirty (30) days before the ZVS is needed?
- Include a Survey and Site Plan with your request?



Town of East Fishkill
Planning & Zoning Dept.
330 Route 376
Hopewell Junction, NY 12533

SUBJECT PROPERTY

ADDRESS _____

PARCEL # OR TAX MAP # _____

OWNER OF RECORD _____

CURRENT USE OF PROPERTY _____

Please list any additional comments or requests:

APPLICANT INFORMATION

NAME _____

COMPANY / ORGANIZATION _____

ADDRESS _____

PHONE _____

EMAIL _____

STATEMENT DETAILS

ADDRESS THE STATEMENT TO: _____

SAME AS APPLICANT

NAME _____

COMPANY / ORGANIZATION _____

ADDRESS _____

PHONE _____

EMAIL _____

Requirements: 1. Completed application; 2. Survey or recorded plat of the property with the signature & seal of a registered engineer or surveyor and Site Plan (this ensures we provide you with the correct information); 3. Payment of required fee (make checks payable to Town of East Fishkill). **Failure to provide all required documentation outlined above will result in a delay of processing the request.** The Town provides a standard ZVS in response to these requests.

FOR STAFF USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

PARCEL #: _____ ZONE: _____

PAYMENT METHOD: _____ AMOUNT RECEIVED: _____