

# **TOWN OF CORTLANDT**

## **DEPARTMENT OF TECHNICAL SERVICES**

Code Enforcement Division

Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567

914-734-1010 FAX 914-734-1025

<http://www.townofcortlandt.com>

e-mail: [code@townofcortlandt.com](mailto:code@townofcortlandt.com)

**To: Whom It May Concern**  
**From: James M. Flandreau**  
**Deputy Director of Code Enforcement**  
**Re: Prior To Zoning Letters**  
**Date: October 21, 2005**

Effective January 1, 1991 the policy of this office in issuing prior to zoning letters was revised.

The following is required:

- Copy of any existing survey.
- Payment of fifty (\$50.00) dollars
- Actual inspection by the Code Enforcement Division
- Affidavits from two (2) disinterested parties if the use is not allowed in the zone the property is located in.

Since our records fail to show the exact size, use, and the various structures constructed prior to October 2, 1951 in many cases, affidavits may be required, not necessarily for the original structure, but for other structures on the property or for the pre-existing use of the property.

The affidavits should be from two (2) disinterested parties, setting forth their knowledge of the existence of the structure(s) prior to October 2, 1951: their knowledge of the use of the property and the time period over which this knowledge is acquired, and clearly attesting under oath to the fact that his/her use was continuous from prior to October 2, 1951.

However, this office should be contacted before any affidavits are sought to determine if they are needed and what they may be needed to determine.

