



**REQUEST FOR INFORMATIONAL REPORT**  
**Building Inspector's Office**  
 William Horton  
 Zoning Enforcement Officer

City of Newburgh, New York  
 123 Grand Street, Newburgh, New York 12550

Phone: (845) 569-7400  
 Fax: (845) 569-0096  
 www.cityofnewburgh-ny.gov

|                       |                 |        |           |      |              |  |
|-----------------------|-----------------|--------|-----------|------|--------------|--|
| Applicant Name:       |                 |        |           |      |              |  |
| Property Owner Name*: |                 |        |           |      |              |  |
| Property Address:     |                 |        |           |      |              |  |
| SBL:                  | Section:        |        | Block:    |      | Lot:         |  |
| City:                 | <b>Newburgh</b> | State: | <b>NY</b> | Zip: | <b>12550</b> |  |
| Contact Phone:        |                 |        |           |      |              |  |
| Email:                |                 |        |           |      |              |  |

\*You must attach an Owner Proxy Statement if Applicant Name is different than Property Owner Name.

*The City of Newburgh's Code is available online for review at: <http://ecode360.com/NE1082>*

Proposal is for (brief description):

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Is the property currently subject to any existing area variance, use variance, or special permits? If known, please provide the date the variance or special permit was approved, and a brief description of what the approval permitted.

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Does the property have residential dwellings?      Yes (  )      No (  )

If yes, how many dwelling units exist currently?      \_\_\_\_\_

If yes, are one of the dwellings owner-occupied?      \_\_\_\_\_

Is the property vacant?      Yes (  )      No (  )

If yes, for how long has property been vacant (best estimate)?      \_\_\_\_\_

What was the last known use of the property (see City Code §300-6(B) for “use” definitions and City Code §300-31 for the list of “uses”)?

\_\_\_\_\_

Is the property still being used for that purpose? If not, how long has property not been used for that purpose (best estimate)?

\_\_\_\_\_

Does the property have parking spaces? Yes ( ) No ( )

If yes, how many parking spaces? \_\_\_\_\_

What is the total square footage of the building? \_\_\_\_\_

Bulk Regulations by District:

\*See City Code §300-32 or §§300-136 through 139 for applicable bulk table requirements.

|                  | Required by Code: | Provided: | Requested: |
|------------------|-------------------|-----------|------------|
| Lot Area:        | _____             | _____     | _____      |
| Lot Width:       | _____             | _____     | _____      |
| Lot Depth:       | _____             | _____     | _____      |
| Front Yard:      | _____             | _____     | _____      |
| Side Yard:       | _____             | _____     | _____      |
| Rear Yard:       | _____             | _____     | _____      |
| Building Height: | _____             | _____     | _____      |
| Lot Coverage:    | _____             | _____     | _____      |
| Parking:         | _____             | _____     | _____      |

**\*\*PLEASE ATTACH A SURVEY OR SKETCH PLAN WITH THIS APPLICATION\*\***

This application is hereby made to the Building Inspector of the City of Newburgh for an Informational Inspection Report (*Note:* Incomplete submissions could result delays for Informational Reports and/or determinations by Land Use Boards, if applicable).

\_\_\_\_\_  
Signature of Applicant

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

Date: \_\_\_\_\_

Fee: \$50.00

Receipt No.: \_\_\_\_\_

Check/Cash: \_\_\_\_\_

City of Newburgh Building Inspector’s Office  
Request for Informational Report  
Form Update: 7/1/2017



**Department of Code Compliance**

**Owner's Proxy Statement**

City of Newburgh, New York,

123 Grand Street, Newburgh, New York 12550

Phone: (845) 569-7400

Fax: (845) 569-0096

www.cityofnewburgh-ny.gov

**To Be Completed By the Owner If Different than Applicant.**

**A. Property Information:**

|                      |          |        |        |      |         |
|----------------------|----------|--------|--------|------|---------|
| Street Address:      |          |        |        |      |         |
| City:                | Newburgh | State: | NY     | Zip: | 12550   |
| Tax Map Designation: | Section: |        | Block: |      | Lot(s): |

**B. Property Owner:**

|          |  |        |  |      |  |
|----------|--|--------|--|------|--|
| Name:    |  |        |  |      |  |
| Address: |  |        |  |      |  |
| City:    |  | State: |  | Zip: |  |
| Phone:   |  |        |  |      |  |

**C. Applicant: (Party making application on owner's behalf)**

|          |  |        |  |      |  |
|----------|--|--------|--|------|--|
| Name:    |  |        |  |      |  |
| Address: |  |        |  |      |  |
| City:    |  | State: |  | Zip: |  |
| Phone:   |  |        |  |      |  |

**D. Owner Proxy Statement:**

I, \_\_\_\_\_ swear that I am the owner of the subject property, and, \_\_\_\_\_, the – Agent /Corporate Officer /Contractor / Other \_\_\_\_\_  of said owner or owners is duly authorized to perform said work and to make and file this application; that all statements contained in the application are true to the best of his/her knowledge and belief; that work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary