

VILLAGE OF ARDSLEY
BUILDING DEPARTMENT
507 ASHFORD AVENUE
ARDSLEY, NEW YORK 10502

Phone: 914-693-6961

Fax: 914-693-3706

REQUEST FOR BUILDING DEPARTMENT RECORDS

NOTE: This form is to be used for Title Search requests, realtor due diligence requests, survey requests and requests by property owners to access documents pertaining to their property. All other requests for information must be made to the Village Clerk's office using the appropriate FOIL request forms. Please note that building plans are only provided to the current property owner.

NAME: _____

PHONE # _____ E-MAIL: _____

REASON FOR REQUEST: _____

PROPERTY OWNER: _____

ADDRESS OF PROPERTY: _____

LEGAL PROPERTY DESCRIPTION (SBL): _____

INFORMATION REQUESTED: **(See reverse side for fees and descriptions)**

_____ Title Search

_____ Realtor Due Diligence Search

_____ Property Survey

_____ Certified Certificate of Occupancy

_____ Building Plans

_____ Other _____

We will contact you when your request has been processed. Please allow approximately 5 business days.

Signature of person making request

Date

FEES & DESCRIPTIONS

REQUEST DESCRIPTIONS:

Title Search:

- A copy of Building Department property card listing all permits and COs issued.
- Copies of all permits (including open permits) and COs in the file.
- Copy of the property survey (if available).
- A list of all open violations.
- A statement regarding the ownership and maintenance of the road.
- A statement regarding the method of sewage disposal (if available).

Realtor Due Diligence:

- A Copy of Building Department property card listing Building Permits, COs and surveys on file.
- A statement regarding open violations.

Survey Request:

- A copy of the property survey. Land Surveyors can request multiple surveys on one form. The subject property should be listed under "Address" and the remaining properties should be listed under "Other".

Certified CO Request:

- A copy of the CO certified by the Village Clerk.

Building Plans Request:

- A copy of the building plans. Building plans are only provided to the current property owner.

Other Request:

- To be used only for basic questions regarding the property.

FEES:

- Title Search Fees:
 - \$50.00 for one and two family dwellings plus \$0.25 per page for each paper document provided.
 - \$75 for multifamily plus \$0.25 per page for each paper document provided.
 - \$100.00 for commercial and mixed use buildings plus \$0.25 per page for each paper document provided.
 - \$150.00 for properties in the B-3 district plus \$0.25 per page for each paper document provided.
- Realtor Due Diligence Fee: \$0.25 per page for each paper document provided.
- Survey Copy Fee: \$0.25 per page for letter and legal size pages (there will be additional charges for large format documents).
- Building Plans: price varies by page size.
- Certified CO: \$20.00 each.