

**APPLICATION FOR CERTIFICATE OF OCCUPANCY**

Village of Monticello  
2 Pleasant Street  
Monticello, Now York 12701  
845-794-6130

Property to be reviewed: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning District Property Located: \_\_\_\_\_

Street Address of Property : \_\_\_\_\_  
*Number Street*

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

Address : \_\_\_\_\_  
*Street/PO Box City State Zip*

Phone : (\_\_\_\_\_) \_\_\_\_\_

BUILDING USED AS: \_\_\_\_\_

IS PROPOSED USE PERMITTED IN ZONE?  YES  NO

ARE THERE ANY BUILDING VIOLATIONS?  YES  NO

ARE THERE ANY ZONING VIOLATIONS?  YES  NO

RESIDENTIAL : Number of units \_\_\_\_\_ Size of units \_\_\_\_\_

COMMERCIAL: TYPE OF USE: \_\_\_\_\_

NUMBER UNITS: \_\_\_\_\_

APPLICATION FEE: \$55.00

Signature: \_\_\_\_\_

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

**FOR OFFICE USE ONLY:**

DATE PAID: \_\_\_\_\_

AMOUNT PAID:\$ \_\_\_\_\_

CASH  CHECK# \_\_\_\_\_

CLERK: \_\_\_\_\_

CERTIFICATE OF OCCUPANCY  ISSUED  DENIED

IF DENIED REASON: \_\_\_\_\_