



**TOWN OF EAST FISHKILL
BUILDING AND ZONING DEPARTMENT**

330 Route 376, Hopewell Junction, NY 12533
(845) 221-2427 Fax (845) 227-4018
<http://www.eastfishkillny.org>

ZONING COMPLAINT

Section 194-163 of East Fishkill Town Law provides that whenever a violation occurs, an individual may file a complaint. All such complaints must be in writing and shall be filed with the Building and Zoning Administrator, or his deputies, who will record and investigate the complaint. Complaints may be mailed to the East Fishkill Building Department or submitted in person between 8:30 a.m. and 3:30 p.m.

When filling out your complaint, you must include clear documentation including a specific address, a precise description of the complaint, date and times of alleged violations and any other pertinent information. (Photographs are very useful.)

It is important to note that all Building and Zoning Department records are Public Documents, be sure all information provided by you is accurate. Your complaint **cannot** remain “anonymous” and may be reviewed by anyone filling a “Freedom of Information Law” request.

The East Fishkill Building and Zoning Department is obligated to investigate a complaint made to us, and all investigation and subsequent enforcement procedures are performed in a fair and equitable manner.

However, it is unlawful for the Building and Zoning Department to attempt to enforce non-zoning related issues. They include, but are not limited to:

- Neighbor Disputes: Under no circumstances will the Building and Zoning Department participate, enable or condone disputes between neighbors.
- Water Problems: Diversion of water onto your property by adjacent property owner is not a zoning issue. This is a civil matter and should be addressed by your attorney.
- Trespass: If you feel someone is using your property in an unlawful manner, it is a trespass issue. You should consult your attorney.



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ZONING COMPLAINT FORM

Date: _____

Name: _____

Address: _____

Phone #: _____

COMPLAINT MADE AGAINST:

Name of Property Owner: _____

Address: _____

Section of Zoning Code being Violated: _____

NATURE OF COMPLAINT:

You must include a detailed description of the violation(s) including times and dates. Include photographs, if applicable.

COMPLAINANT'S SIGNATURE: _____