



REQUEST FOR CERTIFICATE OF OCCUPANCY VERIFICATION

We will research your request as quickly as possible however we suggest that you provide adequate time for processing your request.

This form will be completed free of charge as a courtesy to our property owners. **If more detailed information or copies are requested, you must file a FOIL request with the Town of Glenville Town Clerk.** There is a fee of .25 cents per page provided. Allow for additional processing time for your FOIL request. The FOIL request form is available from the Town Clerk.

PROVIDE THE FOLLOWING INFORMATION: Complete top portion only.

Date: 11/25/2024

Property Owner: Patricia Chandler

Property Address: 24 Oak Hill Drive

Current Use of Property: residential

Name, Address Phone/Fax Number and Email of Person/Agency Making Request:

Evan Foster, 5901 Honore Ave., ste 200, Sarasota, FL 34243

941-444-7142, evan.foster@proplogix.com

THE FOLLOWING INFORMATION IS AVAILABLE IN OUR OFFICE: TOG will complete this portion.

Records indicate that a Certificate of Occupancy was issued for a

X

A Certificate of Occupancy was not found. This does not mean that one was never issued. This may be due to the construction pre-dating modern building code requirements

*****The Town of Glenville Building Department does not issue and/or re-issue Certificates of Occupancy on existing structures not associated with an open building permit.*****

*****It is assumed that all construction was performed in accordance with the building code and generally accepted practices in effect at the time the work was completed.*****

At the time of this search there were no known and/or open violations associated with this property. A site inspection was not requested and was not performed at this time.

X

At the time of this search there were known and/or open violations associated with this property. (see attached)

Charlene Belrose

11/25/2024



Town of Glenville - Town Clerk

Julie Davenport,
Town Clerk
jdavenport@townofglenville.org

18 GLENRIDGE ROAD - GLENVILLE, NEW YORK 12302
(518) 688-1200 option 2
FAX (518) 384-0140
www.townofglenville.org

FREEDOM OF INFORMATION APPLICATION

Name: Evan Foster
Address: 5901 Honore Ave., Ste. 200, Sarasota, FL 34243
Phone Number: 941.444.7142
Email Address: Evan.Foster@proplogix.com

Pursuant to the regulations of the Committee on Public Access to Public Records of the State of New York, and the rules and regulations adopted by the Town Board of the Town of Glenville, request is hereby made for a copy of the following records: **(Please be as specific as possible, include dates, titles, file designations, or any other information that will help to find the requested records)**

~~We are currently working with closing on this property scheduled and would need the below records verified. Please provide the requested below info at the earliest.~~

~~Address: 24 OAK HILL DRIVE, SCHENECTADY 12302~~

~~Parcel : 22.15-1-4~~

~~Owner: PATRICIA A CHANDLER~~

~~Please advise if the below address has any OPEN/PENDING/EXPIRED Permits and demolition permits that needs attention and any fees due currently.~~

~~Also advise if there are any Code Violation or fines due that needs attention currently.~~

~~Any unrecorded liens/fines/special assessments due.~~

Evan Foster 11-24-2024
Signature Date

.....
For Official Use Only

APPROVED _____ DENIED _____ RECORD CANNOT BE FOUND _____
RECORD IS NOT MAINTAINED BY TOWN _____
AMOUNT DUE (.25 cents per sheet, more fees may apply) _____

SIGNATURE TITLE DATE

NOTICE: You have the right to appeal a denial of this application to the Attorney for the Town Glenville:

Earl T. Redding 18 Glenridge Road,
Glenville, NY 12302

I hereby appeal: _____
SIGNATURE DATE

Tel: (518) 688-1200, Ext. 8
 Email: building@townofglenville.org
 Fax: (518) 384-0140
 18 Glenridge Road, Glenville, NY 12302

Town of Glenville

Building Department



Parcel History

From: To:02/07/2024
Tax Map # 22.15-1-4
 Patricia Chandler
 24 Oak Hill Dr
 Glenville, NY 12302-4102

Owners:

Date	Transaction	Transaction Type	Status	Description
02/07/2024	Complaint	Municipal Search	Open	Open violation - pool installed without a permit from 2015, no open building permits, attached parcel history
02/09/2023	Certificate	Completed		Installation of 11 double hung replacement windows. ***No change in size in sash replacement only*** All work must comply with 2015 IRC
07/15/2019	Permit	Repair	Complete	Installation of 11 double hung replacement windows. ***No change in size in sash replacement only*** All work must comply with 2015 IRC
06/26/2019	Application	Repair	Issued	Installation of 11 double hung replacement windows. ***No change in size in sash replacement only*** All work must comply with 2015 IRC
05/26/2015	Inspection	Complaint Inspection		Results:Notes
05/11/2015	Inspection	Complaint Inspection	No Corrective Action	Results:Notes
04/22/2015	Inspection	Complaint Re-Inspection	No Corrective Action	Results:Notes
05/30/2014	Violation		Open	Placement of a swimming pool on property without a permit
05/30/2014	Complaint	No Building Permit	Court	pool n/p
05/30/2014	Inspection	Complaint Inspection	Valid	Results:Notes
	Contact		Owner	Patricia Chandler 24 Oak Hill Dr Glenville NY 12302-4102
	Contact		Additional	Robert Askew 24 Oak Hill Dr