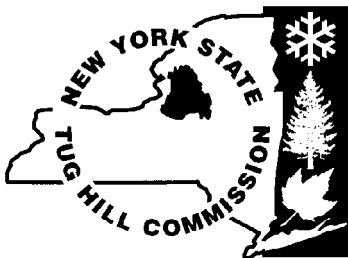


# Zoning Enforcement

---

JAMES A. COON LOCAL GOVERNMENT TECHNICAL SERIES



**NEW YORK STATE**  
**George E. Pataki**  
**Governor**

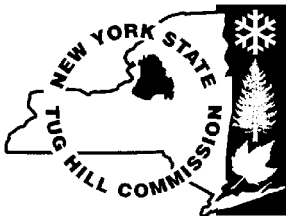
**DEPARTMENT OF STATE**  
**Alexander F. Treadwell**  
**Secretary of State**

This publication is a result of a  
cooperative effort by the following:



JEFFERSON COUNTY  
PLANNING DEPARTMENT  
175 ARSENAL STREET  
WATERTOWN, NY 13601  
315-785-3144

MARK GEBO, ESQ.  
HRABCHAK AND GEBO, P.C.  
ATTORNEYS AND COUNSELORS AT LAW  
WATERTOWN, NEW YORK



TUG HILL COMMISSION  
DULLES STATE OFFICE BUILDING  
317 WASHINGTON STREET  
WATERTOWN, NY 13601-3782  
315-785-2380/2570  
FAX 315-785-2574  
<http://www.imcnet.net/TugHill>

DIVISION OF LOCAL GOVERNMENT SERVICES  
41 STATE STREET  
ALBANY, NEW YORK 12231  
(518)473-3355  
<http://www.dos.state.ny.us>

# Table of Contents

Introduction .....	1
Local Boards - Powers and Duties	
The Legislative Body .....	1
The Zoning Board of Appeals .....	2
The Zoning Commission .....	3
The Planning Board .....	3
The Zoning Enforcement Officer .....	4
The Violator .....	4
Zoning Enforcement Process	
Step 1: Report of Violation .....	5
Step 2: Investigation .....	5
Step 3: Notification to Remedy Violations and Administrative Actions .....	6
Step 4: The Violator’s Alternatives .....	6
Step 5: Judicial Enforcement .....	7
Criminal Proceedings .....	7
Civil Proceedings .....	9
Conclusion .....	10
Bibliography .....	10
Appendix 1: Complaint Form .....	11
Appendix 2: Initial Follow-up Letter of Citizen Complaint .....	12
Appendix 3: Final Follow-up Letter of Citizen Complaint .....	13
Appendix 4: Administrative Search Warrant and Related Documents .....	14
Appendix 5: Inspection Report Form .....	22
Appendix 6: Letter of Apparent Violation .....	23
Appendix 7: Notice of Violation - Order to Remedy Form .....	24
Appendix 8: Stop Work Form .....	25
Appendix 9: Enforcement Checklist .....	26
Appendix 10: Information and Complaint Form .....	27
Appendix 11: Proof Chart Form .....	28
Appendix 12: Appearance Ticket Form .....	29

“Local Government Topics” is a series of papers giving technical guidance on steps to be followed for a variety of problems, issues, and concerns that small local governments in New York State typically face. Other papers in the series are available from the Tug Hill Commission at the address and phone number on the inside cover.

## INTRODUCTION

The intent of this report is to discuss the zoning enforcement process, including options for enforcement, along with the laws giving authorization for enforcement in towns and villages of New York State. The report does not contain specific information regarding zoning enforcement in cities, which is governed by separate enabling legislation.

This report consists of two separate sections and an appendix. The first section will briefly describe the roles of the various local boards who are involved in zoning administration and enforcement. It is important that these boards understand their responsibilities as well as the responsibilities of the other local boards, so that they may interact and cooperate as necessary. The second section of this report will outline the steps involved in the zoning enforcement process. The actual process will vary between municipalities, and users of this report should always check their local law to be sure they are complying with any specific procedures within it. This report will reference those portions of the state law that authorize zoning enforcement. Lastly, the Appendix of this report provides examples of forms used for administrative control that may be adopted by the zoning enforcement officer (ZEO) for local use.

Local land use legislation may be enacted by local law in both towns and villages, or by ordinance in towns only. For simplicity, we will only refer to local laws.

This report was originally produced in 1991, updated in 1994 by the Jefferson County Planning Department in cooperation with the New York State Tug Hill Commission and the former St. Lawrence-Eastern Ontario Commission, and updated in 1996 by Mark Gebo, Esq., partner in Hrabchak & Gebo, P.C., Attorneys and Counselors at Law in Watertown, New York. This edition of the report has been updated by the New York State Department of State.

## LOCAL BOARDS – POWER AND DUTIES

**The Legislative Body** – The legislative body (town board and village board of trustees) plays a major role in zoning administration and enforcement, for it is they who appoint members of the planning board, the zoning commission, the zoning board of appeals (ZBA), and the zoning enforcement officer (ZEO). The legislative body must approve the by-laws, rules and regulations that govern these boards and officials, and also the procedures to be used in administering the law. Although it is usually the zoning commission or planning board that drafts various land use laws and procedures, the legislative body must approve of and adopt them to make them binding laws.

The legislative body is responsible for site plan review and special permit approval, unless this authority has been delegated. Site plan review and special permit approval may be delegated to either the planning board or the ZBA. However, the power to approve subdivisions can only be delegated to the planning board. The legislative body is also responsible for enforcement unless it delegates its authority to a ZEO.

By delegating some of the above mentioned powers to other boards and officials, the legislative body frees up time for its other numerous responsibilities. This is a good idea, but it is important to

remember that once these powers have been delegated, the legislative body cannot overrule a decision made by the ZBA, ZEO, or planning board. It may appeal a decision, as may any other concerned citizen, but it cannot simply overrule one.

Powers of the legislative body are pursuant to Articles 4 and 7 of the Village Law and Articles 4 and 16 of the Town Law.

**The Zoning Board Of Appeals (ZBA)** – The ZBA is appointed by the legislative body when a zoning law is first enacted. Both Town and Village Law specifically require that a ZBA be appointed whenever a zoning law exists.

The basic power of the ZBA falls into two jurisdictional areas: original jurisdiction and appellate jurisdiction. There are two types of appellate jurisdiction: an interpretation of the zoning law and a zoning variance.

Original jurisdiction comes from the enabling legislation, which states, “Unless otherwise provided by local law or ordinance, the jurisdiction of the board of appeals shall be appellate only and shall be limited to hearing and deciding appeals from and reviewing any order, requirement, decision, interpretation, or determination made by the administrative official charged with the enforcement of any ordinance or local law adopted pursuant to this article.” Examples of original jurisdiction would include special use permits and site plan review. However, the ZBA will not have *any* original jurisdiction unless given this authority in the local zoning law.

Appellate jurisdiction or appeals jurisdiction is the power of the ZBA to review the application of a person who applied to the ZEO for a zoning permit and was denied one. An “aggrieved” citizen can also appeal the decision of the ZEO where a permit was granted. In both instances, the ZBA is the first level of appeal from a decision of the ZEO.

The two types of appeals are an interpretation and a variance of the zoning regulations. There are two types of variances: an area variance and a use variance. An applicant for an area variance must meet the criteria set forth in Section 267-b (3) of the Town Law and Section 7-712-b (3) of the Village Law. The area variance criteria include weighing the following factors:

- a) Whether an undesirable change to the character of the neighborhood will take place if the variance is granted.
- b) Whether the benefit sought can be achieved by some other method not requiring a variance.
- c) How substantial the variance request is.
- d) Whether the proposed variance would have an adverse impact on the physical or environmental conditions of the neighborhood.
- e) Whether the difficulty was self-created.

With an area variance request, the ZBA must weigh these five factors and weigh on balance, the potential benefit to the applicant against the potential burden to health, safety and welfare if the area variance is granted.

With respect to a use variance, the test is unnecessary hardship. The test for this is found in Section 267-b (2) of Town Law and Section 7-712-b (2) of Village Law. To be entitled to a use variance, the applicant must establish:

- a) That he cannot realize a reasonable return for any of the permitted uses. This requires dollars and cents proof.
- b) That the property is unique in that zoning district.
- c) That if granted, the variance would not change the essential character of the neighborhood.
- d) That the hardship has not been self-created.

The applicant must satisfy *all four* criteria in order to be entitled to a use variance. The use variance is much more stringent than the area variance and much harder to get.

The variance power of the ZBA is needed to provide flexibility from the strictness of the zoning law when its literal interpretation would be unwarranted under the circumstances.

The powers of the ZBA are presented in Section 267 of the Town Law and Section 7-712 (1) of the Village Law.

**The Zoning Commission** – New York state law provides that a zoning commission is responsible for developing the first zoning law. This zoning commission will cease to exist after the legislative body, by resolution, accepts the commission’s final report. The appointed zoning commission members can be the same people that make up the planning board, even though they have a different title and purpose. Section 266 of the Town Law and Section 7-710 of the Village Law govern the role of the zoning commission.

**The Planning Board** – The planning board has an advisory role and must be aware of community needs and goals. They are development experts who assist in the formulation of growth policies and advise other local boards on matters that affect the community’s development.

The planning board can be given review and approval authority for special permits, subdivisions, site plans, and other land use-related laws, such as a historic district law. The planning board will only have this review and approval power if the local legislative body delegates the authority to it. When given this authority, the planning board must adopt appropriate regulations to govern its review and land use decisions. The administration of any or all of these land development laws can be a major responsibility of the planning board.

To carry out its duties, the planning board, on referral, may assist in the preparation of a comprehensive plan for development, and make investigations, maps, reports, and recommendations dealing with local planning and development. (Town Law, Section 272-a; Village Law Section 7-722).

Village Law Section 7-718 and Town Law Section 271 authorize the creation of the planning board, and successive sections govern the authority of the board.

**The Zoning Enforcement Officer (ZEO)** – The ZEO is the municipality's representative on land use regulation and enforcement, and is the primary contact for all applicants. His major duties are to prepare or acquire forms necessary to properly administer the zoning law, issue zoning permits, conduct inspections and investigations, issue a zoning certificate of compliance or occupancy, maintain records of all administrative actions and papers, and enforce the zoning law through the various methods discussed in this report.

The actual powers and duties of the position will vary among municipalities. They must be clearly spelled out in either the local zoning law or a separate ordinance or law providing for the enforcement of all zoning and land use laws.

The ZEO's power is limited to enforcement of the law as it is written. The ZEO has no power to modify or waive the zoning regulations even if he disagrees with a requirement of the regulation. When the ZEO finds that certain requirements of the zoning are inappropriate and consistently create problems for applicants, then he can and should propose an amendment to the legislative body. The legislative body is the only board that has the authority to make a zoning amendment and this power cannot be delegated. Also, the ZEO must deny a permit whenever he is in doubt about a proposal's legality, or about how the zoning law applies to the particular case. An applicant who is denied a permit can appeal to the ZBA for an interpretation of the zoning regulation or for a variance.

The ZEO must pursue all violations of the law equally or he will open himself to lawsuits for discriminatory enforcement.

**The Violator** – Enforcement action can be taken when a local law or ordinance is violated, or a condition attached to an approval granted by a municipal board is not met. While the landowner can always be held responsible for a violation on his property, enforcement action may also be taken against other responsible parties, such as tenants and building contractors.

## ZONING ENFORCEMENT PROCESS

**Step 1: Report of Violation** – The zoning enforcement process begins when the ZEO becomes aware of a violation. The ZEO may discover the violation himself, or it may be reported to him by a municipal official or local resident. To improve the effectiveness of citizen involvement, every local government should have an established system for taking citizen complaints.

Ideally a Citizen Complaint Form (see Appendix 1) requesting information about the supposed violation should be filed with one designated office. This should be handled at a central location that is well publicized so that residents are aware of the location. Usually the town or village clerk's office is the first point of contact for a citizen; therefore it is probably the best location to receive complaints.

Questions are often raised whether an investigation should be done of oral complaints or anonymous complaints. These should be taken seriously and investigated. Once the municipality is on notice of a potential violation, a duty might very well exist to investigate it, whether or not the complainant has identified himself.

Every system of receiving citizen complaints should include follow-up. The best system would be an immediate follow-up letter (see Appendix 2) that tells the citizen the complaint has been received and what department is handling the problem. Prior to writing this, the ZEO will need to investigate the complaint so that he can determine whether a violation actually exists and what enforcement action will be required.

In addition to the immediate follow-up letter, a subsequent letter (see Appendix 3) explaining the final results of the enforcement action should also be sent to the citizen. If no action was taken, then an explanation of why should be presented.

**Step 2: Investigation** – Once a possible violation has been observed or reported, the ZEO is empowered to investigate the matter, make a preliminary determination of whether or not it constitutes a violation, and take the appropriate action in the enforcement process. Town Law Section 138 grants to the building inspector “the right to enter and inspect at any time any building, structure, or premises and to perform any other act necessary for the enforcement of such codes, ordinances, rules or regulations, or any of them.” Towns and villages must specifically empower the ZEO to enter onto private property. However, the best advice when in doubt about the legality of entering private property against an owner's will is to consult with the municipal attorney before entering such property. Without the owner's consent in a non-emergency situation, a search warrant (see Appendix 4) is required. It should be noted that this power of an enforcement officer to enter onto private property to make inspections is relatively untested.

Any investigation should be logged by the ZEO using an Enforcement Inspection Report (see Appendix 5) regardless of the results. This creates a record of initial inspection, and the report can be referred to for further questions or problems with the project.

**Step 3: Notification To Remedy Violations And Administrative Actions** – If a zoning violation does exist, then enforcement steps must be taken. The first step is to inform the property owner of the

violation so that it can be corrected. Often zoning violations are an oversight on the owner's part, and simply advising him of the violation will resolve the problem. There are a variety of ways that a violator can be notified, and generally the situation will dictate the most appropriate method.

Usually the first attempt at notification is informal contact with the property owner to explain the violation and the potential of enforcement. A record of the contact and the results should be kept. If the owner is hard to contact, then another alternative is a letter requesting voluntary compliance sent to the property owner (see Appendix 6). The letter should clearly identify the violation and state that "...This is the only letter you will receive. If you do not correct the violation by [DATE] or contact this office and make arrangements for an extension from that date, we will begin enforcement action...." It is very important that this letter be sent by certified or registered mail with a return receipt requested. This will insure the owner receives it and provide proof that it was received.

Many local governments require that even informal contact with landowners be documented (see Appendix 6). While a "Notice of Apparent Violation" looks formal, it does not have any great legal significance. It is simply a way to inform the landowner that he may be in violation of the zoning law and that he needs to abate or correct the violation. The landowner can be given the opportunity to discuss the case with the enforcement officer. A second more formal letter, a "Notice of Violation - Order to Remedy" (see Appendix 7) amounts to a determination by the ZEO that a violation exists, and directs the landowner to take specific corrective action.

There are four possible administrative actions that can and should be used in conjunction with notification to prevent the landowner from continuing the violation. The first is revocation or suspension of permits. Second, new permits for construction, occupation or any other activities should be denied from the date on which the violation is first determined to exist until such violation is removed or the matter resolved. Third, a Stop Work Order (see Appendix 8) or revocation of the building permit should be given to prevent additional investment on the part of the property owner until the matter is resolved. A Stop Work Order on construction projects must be authorized in the zoning law itself. Finally, a Cease and Desist Order may be given in an attempt to halt a continuing violation other than construction. A Stop Work Order is often used to stop construction.

It is important that the ZEO keep a record of any administrative actions and any other enforcement actions that go beyond informal contact, and an enforcement action check list (see Appendix 9) that can be used for record-keeping is a useful tool. The ZEO must also keep the legislative body informed of all zoning violations and the administrative steps taken to remedy these violations.

**Step 4: The Violator's Alternatives** – Hopefully, upon notification of the zoning violation, the landowner will revise his plans to conform with the zoning law. The landowner does have three other legal alternatives. He can appeal the ZEO's decision and apply to the ZBA for a zoning interpretation or variance, or he can apply to the legislative body for a zoning amendment. These alternatives provide a method for landowners to obtain relief from unreasonable restrictions of the zoning law.

The landowner may wish to apply for administrative relief, otherwise known as a zoning variance. The two types of zoning variances are a use variance and an area variance. A use variance involves a request for a use of land that is prohibited by the zoning law and requires proof of "unnecessary

hardship.” An area variance is a request to vary the dimensional standards, such as lot size, setbacks, sign area, number of parking spaces, etc. The test for an area variance is not as strict as the test for a use variance and requires “a balancing of interests.” These tests are established in Village Law, Section 7-712-b, and in Town Law, Section 267-b.

The landowner may have doubts about the ZEO’s interpretation of the zoning law. Even a well written zoning law has areas that are questionable and open to interpretation. When this occurs, an appeal can be made to the ZBA for an interpretation of the zoning law. It should be noted that *only* the ZBA can interpret the zoning law. Neither the town or village board, the planning board, nor the ZEO have the power to interpret the zoning law, nor does the village or town attorney.

Finally, the landowner may wish to apply for a zoning amendment. An amendment is a form of legislative relief and can only be approved by the town or village board. A public hearing must be held before formal adoption of a zoning amendment, and any amendment must be consistent with the comprehensive plan.

These alternatives are available to provide local relief from unreasonable zoning restrictions. If the requested relief is denied, then the landowner must abate the violation or appeal the decision to the Supreme Court under Article 78 of the Civil Practice Law and Rules. In some instances of willful violation, the landowner may simply continue the zoning violation. When this occurs, the ZEO is obligated to take further enforcement action against the violator.

**Step 5: Judicial Enforcement** – When attempts to abate a zoning violation using administrative powers have failed, then stronger enforcement methods can be used, such as the imposition of criminal penalties and civil penalties or sanctions that require abatement or removal of the violation. Judicial enforcement of land use controls is always available, but should be used only when the informal efforts and administrative remedies have failed.

When a violation does require judicial enforcement, it is very important that the ZEO contact the legislative body to determine which enforcement procedure it wishes to pursue. The type of violation and the circumstances involved will determine which method of enforcement is most appropriate.

**Criminal Proceedings** – In New York State, zoning violations and offenses are considered misdemeanors for jurisdictional purposes; therefore, criminal procedures apply. Enforcement actions can be taken to the local criminal court for zoning violations. The local court can impose fines or imprisonment consistent with the local zoning law.

Town Law Section 268 and Village Law Section 20-2006 provide for fines of up to \$350.00 for a first violation, or a period of imprisonment of up to six months, or both, for a first offense. For a second offense within a five-year period, the statute provides for a fine of not less than \$350.00 nor more than \$700.00, or imprisonment for a period not to exceed six months, or both; and upon conviction for a third or subsequent offense committed within a period of five years, a fine of not less than \$750.00 nor more than \$1,000.00, or imprisonment for a period not to exceed six months, or both.

Although zoning violations and offenses are considered misdemeanors for jurisdictional purposes, they do not necessarily confer all the protections of misdemeanors, if the fines or imprisonment provisions are low enough to qualify for treatment as a violation. The principal distinction between being treated as a violation, as opposed to a misdemeanor, is that the offender is not entitled to a jury trial or the appointment of an assigned attorney if unable to afford one of his own. Where the fine would exceed \$250.00 for a single violation or imprisonment could exceed more than fifteen days for a single violation, then the misdemeanor protections of appointed counsel and jury trials will apply.

To institute criminal proceedings against a violator, the ZEO must file an Information and Supporting Deposition with the local justice (see Appendix 10). The Information contains three parts. The first part is an accusatory part that tells the defendant the date, time, and place that the violation took place, and what section of the law was violated. The second part is a factual part that outlines in detail the facts relied on for establishing that violation. The third part is the signature part, in which the ZEO affirms the information under penalties of perjury or swears to it before a notary.

The Supporting Deposition is meant to add more detail to what is in the Information. Where a ZEO has not observed things directly, a Supporting Deposition should be taken from all persons with direct knowledge. The Supporting Deposition should be attached to the Information. Frequently, photographs or other documentary evidence may also be important and may be attached. The Information must, however, on its face, contain each and every element of what must be proven to establish the violation. To assist the ZEO in determining what these elements are, the use of a Proof Chart is recommended (see Appendix 11). Once the Information and Supporting Depositions are obtained and properly signed, the local justice will then issue a Summons through the local police that will require the violator to appear in criminal court on a specified date. This process may take some time.

One way to shorten the time period is to authorize the ZEO to use an appearance ticket (see Appendix 12). The appearance ticket is a criminal process similar to a traffic citation that provides a quick and easy method for the ZEO to bring a case to court. The ZEO can issue an appearance ticket to the violator immediately, and then file the information and complaint letter with the local justice. The legislative body can delegate to the ZEO the authority to issue appearance tickets through either the zoning law or a separate local law, as specified in Municipal Home Rule Law, Article 2, Section 10 (4) (a) and Criminal Procedure Law, Section 150.20 (3).

One problem with the use of criminal proceedings is that they require the “beyond a reasonable doubt” standard of proof. The ZEO and the municipality represented should be prepared to provide such proof in a criminal court of law.

The Town Law provides that each week that a violation continues constitutes a new and separate offense. This raises the possibility that a violator may have successive fines imposed for each week that a violation continues. In order to obtain successive fines, a violator must be served with a new Information and Supporting Deposition and Criminal Summons for each and every week that a fine is sought. This will require repeated inspections of the property to assure that the violation still exists. It is possible to list more than one violation in the same Information. For example, if a ZEO has been to the property on four or five occasions over a period of two months, trying to obtain voluntary

compliance, and is now seeking court action because such voluntary compliance was not forthcoming, then all four incidents may be separately listed as separate counts within one Information. The ability to get successive fines is often a valuable deterrent in obtaining voluntary compliance after the start of a court action. Further, because of the high cost of going to court on such violations, local justices can help to offset some of this expense to a municipality by imposing a high fine.

Because zoning law violations are treated as misdemeanors for jurisdictional purposes, it is the district attorney who has the primary responsibility for prosecution. Traditionally, district attorneys do not like to prosecute local code violations. Accordingly, district attorneys will delegate that responsibility to village and town attorneys. This should, however, be confirmed in writing, either by an annual letter from the district attorney with a blanket authorization for municipal code violations, or by asking for specific authorization when a specific violation is filed. Once authorized by the district attorney to prosecute the code violations, the village or town attorney in essence becomes an unpaid assistant district attorney - unpaid by the county, that is. The village or town attorney should file an oath of office with the county clerk as an assistant district attorney when this occurs.

**Civil Proceedings** – The standard zoning enabling act provides the authority for governments to bring actions to “prevent..., restrain, correct, or abate” violations of zoning regulations. An injunction is the typical action used to accomplish this and is the final enforcement step for local governments.

An injunction is a court order that prevents someone from doing something, such as violating the zoning law. Jail sentences and heavy fines can be imposed for willfully violating court orders. This threat provides a significant deterrent effect and is important to have in cases of willful and determined violators. The local government has no power to issue injunctions - they can only be issued by a state court. The forms and process of filing for an injunction can be difficult; therefore, the municipal attorney should be called in to institute the proper action.

There are two types of injunctions that courts may impose: permanent and preliminary. The preliminary injunction provides temporary relief before a trial, while a permanent injunction is a permanent order requiring a property owner to “abate” a violation. A permanent injunction could require that all or portions of a building in violation of zoning requirements be torn down. A preliminary injunction can be issued to restrain enforcement of the zoning law or to suspend use or construction of a building. The preliminary injunction is a drastic remedy and will only be issued if irreparable damage could result from continuing the questionable conduct.

A violator who is issued an injunction must either comply, appeal the injunction to a higher court, or face strict penalties if the injunction is violated.

## CONCLUSION

The purpose of zoning enforcement is to prevent or correct violations of the zoning law which is established to protect the general health, safety and welfare of the municipality. The zoning law is only as good as its enforcement, for without proper enforcement, the zoning law is merely words on paper. Therefore, great care should be taken when drafting the enforcement section of the zoning law. The authority to enforce and the procedures for doing so should be clearly spelled out. The ZEO should be given very specific guidelines on his powers and duties. This will alleviate unnecessary confusion and lead to greater consistency in the enforcement of the local law.

When a violation comes to the attention of the ZEO, it is mandatory that the enforcement process begin. In most cases, the violation will be an oversight on the landowner's part and informal contact or a notice of violation is all that will be needed. If notification fails to remedy the situation, then the enforcement procedure provides for other administrative and judicial remedies to force the owner into compliance. These enforcement powers should be provided for and used in cases of willful violation of the local law.

Written documentation and good record keeping are critical elements of the enforcement process. Documentation is best accomplished through standardized forms that the legislative body or ZEO has developed to meet the needs of the municipality. Many sample forms that can be used as guidelines are included in the Appendix of this report. Also included in the Appendix is a flow chart (see Appendix 13) which depicts the zoning enforcement process.

## BIBLIOGRAPHY

1. *Enforcing Zoning & Land Use Controls*, Eric Damian Kelly, APA RPT # 409, 1988, pp. 1-30.
2. *Guide to Land Development*, Fort Drum Land Use Team, 1989, pp. # II E-5 through # II E-13 and II A-20 through II A-34.
3. "Zoning Enforcement and the Enforcement Officer," Land Use Regulations # 2, Herkimer-Oneida Counties Comprehensive Planning Program, 1978.
4. "Zoning Enforcement Procedures," Tug Hill Commission, 1985.
5. "Zoning Board of Appeals," James A. Coon Local Government Technical Series, NYS Department of State.
6. McKinney's *Consolidated Laws of New York Annotated*, West Publishing Company, Books 23, 35C, 61, and 63; 1973.

**Appendix 1--Complaint Form**

<b>Tax Parcel Number:</b> Section: _____	Block: _____	Lot: _____
<b>Log No.:</b> _____		

**COMPLAINT OF VIOLATION**

Form of Complaint:    **G** Phone            **G** Letter (attach)

Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Site Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Nature of Complaint: \_\_\_\_\_

---

---

**ACTION BY ENFORCEMENT OFFICER:**

Possible violation of Article \_\_\_\_\_ , Section \_\_\_\_\_ , Subsection \_\_\_\_\_ of the  
\_\_\_\_\_ (name of zoning law)

Site Inspection completed on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) [AM/PM]

Report of Findings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Zoning Enforcement Officer

***Appendix 2--Initial Follow-up Letter of Citizen Complaint***

(date)

(name)

(address)

(city, state, zip code)

Dear \_\_\_\_\_,

This letter will confirm the receipt and initial processing of your complaint about a possible zoning violation at \_\_\_\_\_ (*location*) \_\_\_\_\_. It is our understanding that the alleged violation consists of the following: \_\_\_\_\_ (*description*) \_\_\_\_\_

---

*(Select the appropriate paragraph to include in your letter.)*

**G** The information which you provided does not indicate a violation of the applicable zoning regulations or other land use regulations. The activity that you described is permitted on that property. If the description of the alleged violation contained is not accurate, please notify this office and we will reevaluate the situation. Unless we hear further from you this file will be closed.

**G** An inspector from this office has completed a preliminary investigation and can not confirm the facts that you reported to us. Specifically, on (*date of inspection*) \_\_\_\_\_, our inspector found no evidence of the activity that you described. If this situation recurs, or if you have additional information that might be useful to us, please contact this office. Unless we hear further from you, this file will be closed.

**G** The matter that you describe may be controlled by deed restrictions. Deed restrictions, or restrictive covenants, are essentially private contractual agreements that are a part of the land title. Deed restrictions often control land use, building type, and location, just as zoning does. In some cases, deed restrictions are more restrictive than the zoning regulations. This municipality plays no part in the enforcement of private deed restrictions. Your attorney can furnish you with information on your rights

**G** An inspector from this office has contacted the property owner informally. At this time, it appears that the property owner will voluntarily eliminate the violation in the near future. However, we will continue to monitor the situation until the violation is eliminated.

**G** An inspector from this office has inspected the property and has initiated normal administrative proceedings for the correction of any violation. This matter has now become a formal enforcement action, identified as case number (*case #*) \_\_\_\_\_. If you have questions about the status of this case, you may contact this office. We will contact you when we believe the matter has been resolved.

Thank you for contacting us.

Sincerely,

\_\_\_\_\_  
Zoning Enforcement Officer

**Appendix 3--Final Follow-up Letter of Citizen Complaint**

(date)

(name)

(address)

(city, state, zip code)

Dear \_\_\_\_\_,

On \_\_\_\_\_(date)\_\_\_\_\_ you contacted this office regarding a possible violation of zoning or land-use regulations at \_\_\_\_\_(violation address)\_\_\_\_\_. The purpose of this letter is to inform you of the conclusion of the enforcement action begun as a result of your complaint.

*(Select the appropriate paragraph to include in your letter)*

**G** We are pleased to inform you that the violation has been eliminated as a result of:

- G** successful administrative enforcement action.
- G** the imposition of civil penalties.
- G** a court order for the abatement of the violation.

**G** We regret to inform you that, after further investigation, our office, in consultation with an attorney, has determined that we do not have a case that can be successfully prosecuted in court. We understand your frustration with this situation, but we hope that you can understand our reluctance to prosecute a case we can not win. We are reexamining the applicable regulations to determine whether those regulations should be revised to facilitate future prosecutions.

**G** We regret to inform you that we took this enforcement action to court and were not successful. If you would like to see a copy of the court order in this matter, please contact this office.

Thank you for contacting us regarding this matter.

Sincerely,

---

Zoning Enforcement Officer

**Appendix 4--Administrative Search Warrant and Related Documents**

STATE OF NEW YORK        }  
                                  } COURT        }  
COUNTY OF                } \_\_\_\_\_

In the Matter of an Administrative Inspection  
of \_\_\_\_\_ under the  
control of \_\_\_\_\_ presently  
located at \_\_\_\_\_  
in the \_\_\_\_\_, County of  
\_\_\_\_\_ by the \_\_\_\_\_

APPLICATION FOR ADMINISTRATIVE  
INSPECTION WARRANT UNDER THE  
\_\_\_\_\_

To:     Honorable \_\_\_\_\_  
          Justice of the \_\_\_\_\_

1. \_\_\_\_\_ (Name) \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ of the \_\_\_\_\_, duly  
authorized by the \_\_\_\_\_ to act herein, applies for an Administrative Inspection Warrant, pursuant  
to the applicable provisions of statute, for:

- G** (a) Entry upon the above captioned premises.
- G** (b) Inspecting of such premises.
- G** (c) Obtaining of materials described as \_\_\_\_\_.
- G** (d) Access to and the copying of any records relating to such premises and materials.

2. Upon information and belief, said **G** entry, **G** access to and copying of records, **G** inspection,  
**G** obtaining of materials: **G** was last undertaken on **G** \_\_\_\_\_ has never been undertaken.

3. Pursuant to \_\_\_\_\_ and the statute law therein cited and authorizing the same, the  
\_\_\_\_\_ of the \_\_\_\_\_ may enter and inspect any property, premise, or place  
for the purpose of:

- G** inspecting an actual violation of that [local law/ordinance],
- G** inspecting a suspected violation of that [local law/ordinance],
- G** ascertaining compliance or non-compliance with that [local law/ordinance].

Further, \_\_\_\_\_ provides that an authorized representative of the \_\_\_\_\_ shall have  
a right to (a) enter any premises where a violation of that [law/ordinance] may have been committed; (b) inspect such  
premises; (c) obtain materials from any person which may substantiate allegation of such violation; and (d) have access  
to and copy any records relating to such alleged violation. To the extent required by law, any information relating to the  
private concerns of persons which is obtained in the course of inspection or obtaining of materials shall be kept  
confidential.

4. The People of the \_\_\_\_\_ through the \_\_\_\_\_ Board have established that the public has a valid interest in the proper management of land use and in effective enforcement of the land use laws and regulations of the \_\_\_\_\_. The public interest necessarily includes, but is not limited to:

---

---

5. In order to safeguard the public interest as outlined in paragraph 4 above, and to ensure the effective enforcement of the land use laws and regulations of the \_\_\_\_\_, the \_\_\_\_\_ must:

---

---

6. Based on the statutory authority allowing \_\_\_\_\_ G entry, G to inspect, G to obtain materials, G access to and the copying of required records, and the public interest and necessity for said G entry, G inspection, G obtaining of materials, o access to and copying, there is sufficient justification for the issuance of an Administrative Inspection Warrant.

7. Upon information and belief, \_\_\_\_\_ (Name) \_\_\_\_\_, in his capacity as \_\_\_\_\_ of the \_\_\_\_\_, in the course of his duties attempted to:

---

---

---

---

the consent of \_\_\_\_\_. This \_\_\_\_\_ was controlled by \_\_\_\_\_, located at \_\_\_\_\_, in the \_\_\_\_\_, County of \_\_\_\_\_, State of New York. Permission to make the inspection was denied by \_\_\_\_\_ in the following manner:

---

---

---

---

8. Upon information and belief further attempts to \_\_\_\_\_

---

at this time would be to no avail and would result in a similar refusal by \_\_\_\_\_ as described in paragraph 7 above.

9. Upon information and belief said \_\_\_\_\_ will in the future continue to refuse the statutory right of \_\_\_\_\_ to \_\_\_\_\_

---

---

as set forth in paragraph 3 above, unless the court grants the Administrative Inspection Warrant requested herein.



STATE OF NEW YORK }  
\_\_\_\_\_ COURT }  
COUNTY OF \_\_\_\_\_ }

In the Matter of an Administrative Inspection  
of \_\_\_\_\_ under the  
control of \_\_\_\_\_ presently  
located at \_\_\_\_\_  
in the \_\_\_\_\_, County of  
\_\_\_\_\_ by the \_\_\_\_\_

**ADMINISTRATIVE  
INSPECTION WARRANT**

**Index No.**

To: Officers and Employees Charged with Land Use Enforcement  
of the \_\_\_\_\_

Application having made and administrative probable cause shown by \_\_\_\_\_,  
\_\_\_\_\_ of the \_\_\_\_\_ for:

- G** (a) Entry upon the above captioned premises.
- G** (b) Inspecting of such premises.
- G** (c) Obtaining of materials described as \_\_\_\_\_
- G** (d) Access to and the copying of any records relating to such premises and materials.

**NOW, THEREFORE**, pursuant to the provisions of \_\_\_\_\_ and the  
decisions of the United States Supreme Court in *Camara v. Municipal Court*, 387 U.S. 523, *See v. Seattle*, 387 U.S.  
541, and *Marshall v. Barlow*, 436 U.S. 307, you are hereby authorized to:

- G** (a) Enter upon any premises where a violation of the land use regulations of \_\_\_\_\_  
is alleged to have been committed.
- G** (b) Inspect such premises.
- G** (c) Obtain materials as described above.
- G** (d) Have access to and copy any records relating to such premises and materials.

Said **G** entry, **G** inspection, **G** obtaining of materials, **G** access to and copying of records shall be undertaken during  
normal business hours and as soon as practicable after the issuance of the warrant herein requested but in no event later  
than ten (10) days after the issuance of the Administrative Inspection Warrant and will be conducted with reasonable  
promptness.

The persons authorized to **G** enter, **G** inspect, **G** obtain materials, **G** have access to and copy records shall state their  
limited purposes of \_\_\_\_\_

\_\_\_\_\_ present to the owner, operator, or agent in control of \_\_\_\_\_ appropriate  
credentials and a copy of this Administrative Inspection Warrant.

Any person who refuses the execution of this Administrative Inspection Warrant or impedes the inspector in the execution  
of this warrant shall be advised that such refusal or action constitutes a violation of Section 195.05 of the Penal Law, and  
that if such person persists and the circumstances warrant, he shall be arrested and the inspection shall commence or  
continue.

A return shall be made to this court showing that the inspection has been completed and the date thereof.

\_\_\_\_\_, Justice of the \_\_\_\_\_ Court  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_

STATE OF NEW YORK }  
\_\_\_\_\_ COURT }  
COUNTY OF \_\_\_\_\_ }

In the Matter of an Administrative Inspection  
of \_\_\_\_\_ under the  
control of \_\_\_\_\_ presently  
located at \_\_\_\_\_  
in the \_\_\_\_\_, County of  
\_\_\_\_\_ by the \_\_\_\_\_

AFFIDAVIT

\_\_\_\_\_ (Name) \_\_\_\_\_, an official of the \_\_\_\_\_, being duly  
sworn, deposes and says:

1. I am \_\_\_\_\_ of the \_\_\_\_\_. I have been employed by  
\_\_\_\_\_ to enforce its land use regulations and my responsibilities include: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. In order to ensure credible and effective enforcement of the \_\_\_\_\_ and rules  
and regulations promulgated pursuant thereto, it is necessary and reasonable to conduct unannounced periodic inspections  
of the \_\_\_\_\_ including places and points where violations of the \_\_\_\_\_  
\_\_\_\_\_ are alleged to be or have been committed.

3. Upon information and belief and based on a review of evidence before me, \_\_\_\_\_ is  
believed to have committed a violation of Article \_\_\_\_, Section \_\_\_\_ of the \_\_\_\_\_ .

4. Upon information and belief, the above cited violation of \_\_\_\_\_ by  
\_\_\_\_\_ consists, in part, of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. The premises to be inspected, described in paragraph 4 above, is located at \_\_\_\_\_, in  
the \_\_\_\_\_, County of \_\_\_\_\_ and State of New York, and is  
specifically situated and described as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Upon information and belief these premises o have never been inspected o were last inspected on \_\_\_\_\_

\_\_\_\_\_

7. The \_\_\_\_\_ has developed a routine inspection program for the purpose of ascertaining compliance  
or non-compliance with \_\_\_\_\_.

8. On \_\_\_\_\_(date) \_\_\_\_\_, I attempted to conduct an inspection of the premises as described in paragraphs 4 and 5 above.

9. At that time, I stated the purpose of my inspection, the statutory authority under which I was conducting the inspection, and presented my credentials, consisting of \_\_\_\_\_, to \_\_\_\_\_ . Following this identification process, I was denied the right to make the inspection or collect the materials. The denial consisted of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ As a result of this denial, I left without making the inspection or collecting materials.

10. Upon information and belief, further attempts by the \_\_\_\_\_to conduct an inspection or collect materials would be to no avail and would result in a similar refusal as set forth in paragraph 9 above.

11. I make this Affidavit in support of an application for an Administrative Inspection Warrant in relation to the alleged violation of \_\_\_\_\_ set forth in paragraphs 4 and 5 above and under the control of \_\_\_\_\_.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF NEW YORK }  
\_\_\_\_\_ COURT }  
COUNTY OF \_\_\_\_\_ }

In the Matter of an Administrative Inspection  
of \_\_\_\_\_ under the  
control of \_\_\_\_\_ presently  
located at \_\_\_\_\_  
in the \_\_\_\_\_, County of  
\_\_\_\_\_ by the \_\_\_\_\_

**ADMINISTRATIVE INSPECTION  
WARRANT RETURN**

**Index No.**

To: Honorable \_\_\_\_\_  
Justice of the \_\_\_\_\_

Pursuant to the Administrative Inspection Warrant issued to you over date of \_\_\_\_\_, inspection  
as authorized in said warrant was made and completed on \_\_\_\_\_ (date) \_\_\_\_\_  
by \_\_\_\_\_ (name) \_\_\_\_\_, \_\_\_\_\_ (title) \_\_\_\_\_.

Attached is a copy of the Inspection Report dated \_\_\_\_\_.

STATE OF NEW YORK }  
\_\_\_\_\_ COURT }  
COUNTY OF \_\_\_\_\_ }

\_\_\_\_\_, being duly sworn, deposes and says that he has read the foregoing  
inspection warrant return subscribed by him; that he knows the contents thereof; and that the same is true to his knowledge.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF NEW YORK            }  
\_\_\_\_\_ COURT    }  
COUNTY OF \_\_\_\_\_}

In the Matter of an Administrative Inspection  
of \_\_\_\_\_ under the  
control of \_\_\_\_\_ presently  
located at \_\_\_\_\_  
in the \_\_\_\_\_, County of  
\_\_\_\_\_ by the \_\_\_\_\_

**DIRECTIONS  
FOR FILING**

**Index No.**

The annexed return of the Administrative Inspection Warrant issued by me over date of \_\_\_\_\_  
\_\_\_\_\_ has been returned to me.

I HEREBY DIRECT that the original warrant, the application for same, and the return be filed in the  
\_\_\_\_\_ County Clerk's office.

\_\_\_\_\_  
Justice of the \_\_\_\_\_ Court

*Appendix 5--Inspection Report Form*

<b>Tax Parcel Number:</b> Section: _____	Block: _____	Lot: _____
<b>Log No.:</b> _____		

**ENFORCEMENT INSPECTION REPORT**

Parcel Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Initiated by

Referral from Official

Unrelated Inspection

Citizen Complaint

Drive-by Inspection

Routine Enforcement Inspection

Date of Inspection: \_\_\_\_\_

Violation Type:

Use

Building Condition

Setback

Sign

Junk or trash

Abandoned Auto

Weeds

Housing

None Observed  Other (*Specify*): \_\_\_\_\_

Describe Violation: \_\_\_\_\_

\_\_\_\_\_

Photos Taken: \_\_\_\_\_ Date: \_\_\_\_\_

Violation of Article \_\_\_\_\_ Section \_\_\_\_\_

Informal Contact Results: \_\_\_\_\_

\_\_\_\_\_

Follow-up of Informal Contact: \_\_\_\_\_

Case closed  Enforcement action checklist begun: \_\_\_\_\_ (*date*) \_\_\_\_\_

\_\_\_\_\_  
Zoning Enforcement Officer

*Appendix 6--Letter of Violation*

**NOTICE OF APPARENT VIOLATION**

(date)

(name)

(address)

(city, state, zip code)

Dear \_\_\_\_\_,

According to records of the Town of \_\_\_\_\_ Assessor, you are the owner of property located at \_\_\_\_\_ (violation address) \_\_\_\_\_. On \_\_\_\_\_ (inspection date) \_\_\_\_\_, I observed an apparent violation of the Zoning Law/Ordinance on your property, specifically: \_\_\_\_\_ (description of violation) \_\_\_\_\_.

That activity is a violation of Article \_\_\_\_\_, Section \_\_\_\_\_ of the Zoning Law, a copy of which is attached for your information. I hereby request that you either eliminate the violation or file plans with this office for corrective construction by \_\_\_\_\_ (date).

If you believe that you are not in violation of the Zoning Law, please contact this office to review the situation. If you intend to bring your property into compliance with the law, but you cannot meet the stated deadline, please contact this office and we will attempt to work with you on a short extension.

If you do not take the requested action or make other arrangements with this office by \_\_\_\_\_ (date) \_\_\_\_\_, we will begin formal enforcement action against you. You will **NOT** receive an additional warning before we begin formal enforcement action.

**THIS IS THE ONLY LETTER YOU WILL RECEIVE.** Your next communication from us will involve formal enforcement action.

If you wish to discuss any aspect of your case, you can call me at \_\_\_\_\_ (phone number) \_\_\_\_\_. Because I am often in the field, the best time to reach me is between \_\_\_\_\_ (time and days available) \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Zoning Enforcement Officer



Tax Parcel Number: _____	Section: _____	Block: _____	Lot: _____
			Log No.: _____

**Town of \_\_\_\_\_**  
**\_\_\_\_\_ County, New York**  
**Zoning Law**

# Stop Work Order

**YOU WILL PLEASE TAKE NOTICE** that there exists a violation of Article \_\_\_\_\_, Section \_\_\_\_\_, Page \_\_\_\_\_ of the \_\_\_\_\_ Zoning Law (*or line out "zoning law" and substitute other law or ordinance as applicable*) at the following location: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ in that: \_\_\_\_\_ (state character of violation) \_\_\_\_\_

You are hereby  
**Directed and Ordered to Stop Work,**  
 comply with the law, and to remedy the conditions above mentioned  
 on or before \_\_\_\_\_ (date) \_\_\_\_\_.

Failure to remedy the condition aforesaid and to comply with the applicable provisions of law may constitute an offense punishable by fine, imprisonment, or both.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Zoning Enforcement Officer

cc: Town Clerk

**Tax Parcel Number:** Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
**Log No.:** \_\_\_\_\_

**ENFORCEMENT ACTION CHECKLIST**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe Violation: \_\_\_\_\_

\_\_\_\_\_

in Violation of Article \_\_\_\_\_, Section \_\_\_\_\_, Subsection. \_\_\_\_\_.

**Action Recommended by Inspector:**

- G** Withhold Permits **G** Stop work order/ Cease and desist order
- G** Information and Complaint filed with local justice
- G** Attorney contacted to file for injunction **G** Appearance ticket issued

**Recommended Action Approved:**

\_\_\_\_\_

Supervisor Date

**Actions:**

<b>Date</b>	<b>Action</b>	<b>Initials</b>
_____	Building Department notified to withhold permits	_____
_____	Stop Work Order issued / Cease and Desist Order issued	_____
_____	Information and Complaint filed with Local Justice	_____
_____	Appearance Ticket issued	_____
_____	Referred to Town/Village Attorney to file for Injunction	_____

***Appendix 10--Information and Complaint Form***

**INFORMATION AND COMPLAINT**

[Village/Town] Court of the [Village/Town] of \_\_\_\_\_, County of \_\_\_\_\_

**The People of the State of New York**

**against**

\_\_\_\_\_

(Defendant)

STATE OF NEW YORK }

} SS.:

COUNTY OF \_\_\_\_\_ }

**FIRST COUNT**

The complainant, \_\_\_\_\_, Zoning Enforcement Officer of the [Town/Village] of \_\_\_\_\_, County of \_\_\_\_\_, being duly sworn, deposes and says:

1. I am the Zoning Enforcement Officer for the [Town/Village] of \_\_\_\_\_ and make this information based upon personal knowledge.

2. On \_\_\_\_\_ (date) \_\_\_\_\_, at \_\_\_\_\_ (time) \_\_\_\_\_, defendant \_\_\_\_\_ (name) \_\_\_\_\_ did commit a violation of the [Town Village] Zoning [Law/Ordinance], Article \_\_\_\_\_, Section \_\_\_\_\_, in that at that date and time at \_\_\_\_\_ (location) \_\_\_\_\_, in the [Town/Village] of \_\_\_\_\_, defendant did \_\_\_\_\_

3. Upon information and belief, defendant was and is the [owner/tenant] of the property referenced above in the [Town/Village] of \_\_\_\_\_, and as such, was responsible for the conditions described above.

4. The condition constituting the violation [is/is not] a continuing violation and has been observed or reported on the following other dates and times: \_\_\_\_\_

5. Defendant has failed to abate or remedy the alleged violation despite the following requests to do so:

\_\_\_\_\_ Copies of all written requests are annexed.

WHEREFORE, your deponent requests that the court take action against defendant as allowed by law.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

Notary Public

***Appendix 11--Proof Chart Form***

**Tax Parcel Number:** Section: \_\_\_\_\_

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

**Log No.:** \_\_\_\_\_

### PROOF CHART

Town/Village of \_\_\_\_\_

Name of Violator \_\_\_\_\_

Address of Violator \_\_\_\_\_

T. M. Number \_\_\_\_\_

Violation Alleged \_\_\_\_\_

Elements to Be Proven	Witnesses	Evidence	Problems
1)			
2)			
3)			
4)			
5)			
6)			

*Appendix 12--Appearance Ticket Form*

**VIOLATION APPEARANCE TICKET**

Defendant Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Date \_\_\_\_\_

You are hereby notified that you are charged with violating the Law/Ordinance of the [Town/Village] of \_\_\_\_\_ indicated below. A conviction on this charge could result in a maximum fine not to exceed \_\_\_\_\_.

Name of Law: \_\_\_\_\_  
Article: \_\_\_\_\_ Section: \_\_\_\_\_  
Adopted \_\_\_\_\_

In that on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock in the [fore/after] noon, at \_\_\_\_\_ (*location*) \_\_\_\_\_, defendant did \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I hereby affirm the above to be true to the best of my knowledge  
\_\_\_\_\_  
Signature, Zoning Enforcement Officer

You are hereby directed to appear in the [Village/Town] Court on the \_\_\_\_\_ of \_\_\_\_\_ 19\_\_\_\_, at \_\_\_\_\_ o'clock [AM/PM] at \_\_\_\_\_

**YOUR FAILURE TO APPEAR COULD RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST.**

**NOTICE: YOU ARE ENTITLED TO RECEIVE A SUPPORTING DEPOSITION FURTHER EXPLAINING THE CHARGES, PROVIDED YOU REQUEST SUCH SUPPORTING DEPOSITION WITHIN THIRTY DAYS FROM THE DATE YOU ARE DIRECTED TO APPEAR IN COURT AS SET FORTH ON THIS APPEARANCE TICKET. DO YOU REQUEST A SUPPORTING DEPOSITION?      **G** Yes      **G** No**

Receipt Acknowledged: \_\_\_\_\_  
Defendant