

The Village of Elmsford

Building & Engineering Department
building@elmsfordny.org

File Search Request

Parcel address: _____

Section-Sheet-Block-Lot (SBL) _____
(note, all Elmsford parcels begin with 5.)

Send report to:

Name _____

Address _____

Phone _____

Email _____

Attention: _____

Special Instructions: _____

1. File Search request must include fee of \$175 per parcel.
2. Report will include current use and zoning, any certificates of occupancy/completion, open permits, open violations, street & driveway ownership. Search does not include property tax information or Property Card information, which is available online from the Town of Greenburgh Assessors office.
3. An interior inspection of the premise is required as part of the file search process. An inspection request will be sent to the current owner.
4. A standard file search may take up to 2 weeks from receipt of fee. Large commercial buildings may take longer.