



ENGINEERS OFFICE
Stanley H. Kellerhouse Municipal Building
One Van Wyck Street
Croton-on-Hudson, NY 10520.2501
engineering@crotononhudson-ny.gov

Mayor
Brian Pugh
Trustees
Ann Gallelli
Sherry Horowitz
Nora Moriarty Nicholson
Len Simon
Manager
Bryan Healy
Treasurer
Daniel Tucker
Engineer/Building Inspector
Daniel F O'Connor, P.E., CEO
Asst. Engineer/Asst. Building Inspector
Ronald Wegner, P.E., CEO
Fire Inspector
Peter Anfiteatro, CEO

MEMORANDUM

Date: 9/7/23
To: Bryan Healy
From: Daniel O'Connor 
Subject: Old Building Permit and Certificate of Occupancy Logs

The Village adopted zoning and building regulations in July of 1931. Records of building permits and certificate of occupancies for the 1930's, 1940's and part of the 1950's were in the basement storage room instead of in the property record files in the Engineering/Building Dept. Office. After these old records were located the basement the old building permit and certificate of occupancy documents were filed in the respective property file in the Engineering/Building Dept. Office. These old records, since ~2009, are now available in the property record files for use during Municipal Record searches requested by Title Insurance companies. Some old building permits have no associated certificate of occupancy, and this is reported as a violation in the Municipal Records search letter (see attached letter as an example).

You requested a proposal to hire a part time employee to go through these old records to determine which old building permits were not closed out by a certificate of occupancy. The logs for 1937 are attached as an example of the records to be reviewed. On the following page is a record that building permit #124 was issued in June 1937 to Frans M. Paulson for a bungalow and garage on Lexington Drive. The log records from October 1937 indicate that a certificate of occupancy (conformity) was issued to close out this building permit. Some old building permits, after reviewing the old permit logs and property record file, will be determined to have no certificate of occupancy issued to close out the permit. Based on our conversation a letter will be sent to the property owner informing them of the issue of the lack of a certificate of occupancy for the old permit and the procedures to obtain a certificate of occupancy at this time.

I contacted Ronie Rose to discuss the work and she submitted the attached letter indicating she is interested in this work and able to work 6-8 hours a week at a rate of \$35/hr. Although an exact estimate of the hours needed to complete the work is difficult to know I would suggest 25 weeks and at 8 hours per week the budget would be \$7000.00.

Mayor
CLARENCE E. POWELL

Trustees
WILLIAM E. TUBBS
DOMINIC E. PICCIANO
SIMON GILBERT
ALFRED S. DASHIELL

VILLAGE OF
CROTON-ON-HUDSON
WESTCHESTER COUNTY
NEW YORK

INCORPORATED 1898 July 1st, 1937.

Clerk
FRANK FINNERTY

Treasurer
JAMES F. HUNT

Corporation Counsel
ALVIN M. HIGGINS

Month of June 1937

Hon. Board of Trustees,
Village of Croton-on-Hudson, N.Y.

Gentlemen:

I beg to hand you herewith my report of building applications received and fees collected for the month of June 1937:

No.	Name & Address	Type of Job	Value	Fee
122	Louise Jacob Terrace Place	addition to residence	\$ 75.00	1.00
123	Angelo & Marcella Milano 18 Church St.,	alter. & improvement	250.00	1.00
124	Frans M. Paulson, Harmon	bungalow & garage Lexington Dr.	4000.00	5.00

ALFRED S. DASHIELL

INCORPORATED 1898

ALVIN M. HIGGINS

Month of October 1937

November 4, 1937

Hon. Board of Trustees,
Village of Croton-on-Hudson, N.Y.

Gentlemen:

I beg to hand you herewith my report of building applications considered, certificates issued and fees collected for the month of October, 1937:

No.	Name & Address	Type Job	Value	Fee
154	F. M. Paulson, PO Box 218 Harmon Section,	1 story fr. Bung. & Gar: :13-105-4a	\$3500.00	: 5.00
155	Rae Frank, Harmon, PO,	: alteration :13-100-26&27	: 450.00	: 1.00
156	Frank Matero, 177 Grand St.	: alteration :44-226-17	: 200.00	: 1.00
157	Jacob & Lydia Chaitkin Lounsbury Rd.	: addition (tool shed) :57-222-W/e of #14	: 75.00	: 1.00
158	Tillie Engel, 1291 Washington Av. NYC	: addition :47-235-8	: 225.00	: 1.00
159	Wm. B. Cochrane, Croton-on-Hudson	: 1st. res. : 7-147-15	: 6000.00	: 5.00
160	M. L. Vespermann 35 Van Wyck St.	: alteration :39-211-13	: 35.00	: 1.00
161	Charles Dickerman 18 Old P. Rd., S.	: greasing rack :40-209-44	: 50.00	: 1.00
162	Hugh J. Reilly 54 Sunset Drive	: alteration :17-146-7	: 450.00	: 1.00
163	Newton Harris Irving Ave.	: alteration :19-141-2	: 400.00	: 1.00
164	Chas. Dickerman 18 Old P. Rd., S.	: alteration :40-209-44	: 25.00	: 1.00
	Ot. C. Frans M. Paulson,	: Lexington Dr. :7-147-26	:	: .50°
	" " Wm. J. Walker,	: Old Post Rd., S., :7-129-42	:	: .50°