

# SAMPLE STREET REPORT REQUEST LETTERHEAD HERE

DATE

TOWN OF OLIVE  
Attn: HIGHWAY DEPT  
PO Box 180  
45 Watson Hollow Road  
West Shokan, NY 12494

Re: Title No        xxx-xx-xxx-x  
Premises        Address of Street Report Request  
Tax Map No.    XX.X-X-X  
County         Ulster  
Owner(s)       Owner(s) of property of street report request

Dear Highway Department:

\_\_\_\_\_ Owner(s) \_\_\_\_\_ is(are) the present owner(s) of  
property situate at \_\_\_\_\_ address of property \_\_\_\_\_ in the Town of Olive.

Please provide a street report for  "road/street/highway"  reflecting if it is a  
public road maintained by the municipality.

Thank you for your attention to this request. A self-addressed envelope is enclosed  
for your convenience, along with a check for \$20 to cover the cost of the street  
report.

Sincerely,

Your name  
Your Office/Establishment