



Town of Southampton  
18 Jackson Avenue  
Hampton Bays, NY 11946-2021  
DEPARTMENT OF PUBLIC SAFETY  
Telephone 631 702-2948  
Fax 631 728-3688

**CHERYL KRAFT**  
Chief Fire Marshal  
Public Safety Administrator  
(631) 702-2920

December 16, 2009

Dear Violation Search Company:

On November 20, 2009 the Southampton Town Board passed resolution 2009-1256 setting fees for permits and violation searches handled by Fire Prevention. According to the resolution the fee for violation searches will be raised to \$25.00 effective January 1, 2010. We will be honoring the 2009 fee for any request post marked prior to January 1. Any request mailed or dropped off after that date will be charged the new fee. Failure to provide proper payment will cause a delay in the processing.

Our support staff will be using up vacation time. During the week of December 21 we will not be processing violation search requests. We will be back and fully functioning December 28. It is hoped that this change does not greatly inconvenience you or your staff.

We all wish you and yours the best during this holiday season and for 2010.

If you have any questions, please feel free to contact me directly. I will be out of the office December 23-27 and on December 31, 2009.

Very Truly Yours,

Cheryl Kraft  
Chief Fire Marshal