

INCORPORATED VILLAGE OF PORT JEFFERSON

VILLAGE HALL  
121 West Broadway  
Port Jefferson, New York 11777  
Phone: (631)473-4724  
Fax: (631)473-8799

BUILDING DEPARTMENT  
88 North Country Road  
Port Jefferson, New York 11777  
Phone: (631)473-4744  
Fax: (631)473-2049

APPLICATION FOR PUBLIC ACCESS TO RECORDS PLEASE TYPE OR PRINT CLEARLY

**SECTION 1 - TO BE COMPLETED BY APPLICANT**

Date of Application: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

Name of Client Represented: \_\_\_\_\_

Applicant's Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**I HEREBY APPLY TO REVIEW OR COPY THE RECORD(S) DESCRIBED BELOW:**

Property Address & Tax Map No.: \_\_\_\_\_

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

DESCRIPTION OF RECORD(S) SOUGHT TO INSPECT: (Please describe the record(s) sought in as specific detail as possible.)

\_\_\_\_\_

Under the Freedom of Information Law the Incorporated Village of Port Jefferson is required to supply documents, **NOT INFORMATION**. It is not a vehicle to question government officials or employees.

**FEES:** If I desire copies of the records sought I hereby agree to pay the statutory fee (Cost of reproduction: \$.25 per page or \$5.00 per copy of plans; plus postage if applicable). In those instances in which substantial time is needed to prepare a copy, Public Officer's law, Article 6, Sections 84-90 permits an agency to charge a minimal research fee of \$25.00/HR for every hour over the two hours permitted by the legislation.

Documents to be copied: YES: \_\_\_\_\_ NO: \_\_\_\_\_

**SECTION 2 - TO BE COMPLETED BY AGENCY FREEDOM OF INFORMATION OFFICER**

Receipt of this request is acknowledged. You will receive a response as quickly as possible. Please allow twenty (20) business days for processing before contacting this office. **A copy of this form is being mailed to you indicating your request is being processed.**

**PLEASE NOTE:** The Public Officer's Law requires that a municipality respond to this original request within five (5) business days. **THERE IS NO SPECIFIC TIME LIMIT, HOWEVER, AS TO THE TIME TO PRODUCE THE DOCUMENTS.**

\_\_\_\_\_  
INFORMATION OFFICER'S SIGNATURE TITLE DATE

**SECTION 3 - NOTICE TO APPLICANT**

You have a right to appeal a denial of this application in writing to the Office of the Village Clerk/Administrator, Incorporated Village of Port Jefferson, 121 West Broadway, Port Jefferson, New York 11777 - (631) 473-4724 within thirty (30) days of the denial. The Village Clerk/Administrator will respond to you in writing within ten (10) business days of receipt of your appeal.

**RECORDS AVAILABLE:**

- The records have been fully/partially provided. **(SEE ATTACHED)**
- Records cannot be found after diligent search.
- Records not possessed by this agency.
- Municipalities are not required to respond to questions or inquiries - only to provide documents.
- There are no known documents that are responsive to your request.

**RECORDS PROVIDED:**

The document(s) you requested are available. The cost of reproduction is \$\_\_\_\_\_. Please send check or money order payable to the Incorporated Village of Port Jefferson, 121 West Broadway, Port Jefferson, New York 11777, Attention: Village Clerk/Administrator, or call Robert Juliano, Village Clerk/Administrator at (631) 473-4724 to schedule arrangement for pick-up.

**RECORDS DENIED:**

I hereby certify that access to the records or part of the records requested has been denied to the applicant for the reasons checked below.

- Specifically exempt by state or federal statute
- Unwarranted invasion of personal privacy
- Would impair present or imminent contract awards or collective bargaining negotiations
- Are trade secrets
- Are inter-agency or intra-agency materials that are not:
  - Statistical or factual tabulations or data
  - Instruction to staff that affect the public
  - Final Agency policy or determinations, or
  - External audits, including but not limited to audits performed by the Comptroller and the Federal Government
- Does not reasonably describe the documents
- Complainant's name cannot be disclosed pursuant to the Public Officers Law Article 6, Sec. 89-2(a).
- Would endanger the life of any person
- Are compiled for law enforcement purposes and which if disclosed would:
  - Interfere with law enforcement investigations or judicial proceedings
  - Deprive a person of the right to a fair trial or impartial adjudication
  - Identify a confidential source or disclose confidential information relating to a criminal investigation, or
  - Reveal criminal investigative techniques or procedures except routine techniques and procedures
- Are computer access codes

\_\_\_\_\_  
INFORMATION OFFICER'S SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE