

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

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

Date of Application: _____

Name of Applicant: _____

Name of Client Represented: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Fax #: _____ Email: _____

Signature of Applicant: _____

DEPARTMENT: Building Department

Property Address: _____

Property Owner: _____

DESCRIPTION OF RECORD(S) SOUGHT TO INSPECT: _____

Please describe the record(s) sought in as specific detail as possible. For Building Department records, if available, please provide a copy of the DEED, SURVEY, or SUFFOLK COUNTY TAX MAP NUMBER of the property. Under the Freedom of Information Law the Incorporated Village of Port Jefferson is required to supply documents, **NOT INFORMATION**.

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; Certificate Copies: \$25.00, plus postage if applicable);

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.

**APPLICATION FOR PUBLIC ACCESS TO RECORDS
TO THE APPLICANT**

APPLICATION NO. _____

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