



INCORPORATED VILLAGE OF PORT JEFFERSON

Village Hall

121 West Broadway, Port Jefferson, NY 11777
Ph (631) 473-4724 Fax (631) 473-8799
www.portjeff.com

Building & Planning Department

88 North Country Road, Port Jefferson, NY 11777
Ph (631) 473-4744 Fax (631) 473-2049

APPLICATION FOR PUBLIC ACCESS TO RECORDS

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 understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. _____ Read and acknowledged

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 documents(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 or 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