

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TOWN OF HUNTINGTON, SUFFOLK COUNTY, N.Y.

SECTION I - TO BE COMPLETED BY APPLICANT

INSTRUCTIONS TO APPLICANT: Please complete Section I of a four-part set of this form. Carbon paper is not required. Give the form to the agency Freedom of Information Officer. The Freedom of Information Officer will return a copy of this form to you as a response to your request, or will give you part 4 as an interim response. Applications that are not legible will not be processed.

FREEDOM OF INFORMATION OFFICER: **STEVE KIEWRA**
AGENCY NAME: **DEPT. OF ENGINEERING SERVICES**
AGENCY ADDRESS: **100 MAIN STREET, HUNTINGTON, NY 11743**

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD (Please provide the building permit numbers for which you are requesting documents. Property information is available on the towns website which includes permit numbers.

Signature of Applicant:	Applicant's Printed Name:
Applicant's Mailing Address:	Applicant's Phone Number:
Applicant Represents: Date of Application:	Applicant Email:

SECTION II - FOR USE BY AGENCY FREEDOM OF INFORMATION OFFICER ONLY

- Approved
- Denied: (for the reason(s) checked below)
- Confidential Disclosure or Non-final communication
 - Part of Investigatory Files
 - Unwarranted Invasion of Privacy
 - Record of Which This Agency Is Legal Custodian Cannot Be Found
 - Exempted by Statute Other Than the Freedom of Information Law
 - Other (Specify): _____

Receipt of this request is acknowledged. There will be a delay in supplying the requested record until _____ for the following reason: _____

Signature:	Title: Freedom of Information Officer	Date:
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SECTION III - NOTICE TO APPLICANT

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION ON WRITING TO THE OFFICE OF THE TOWN ATTORNEY WITHIN 30 DAYS OF THE DENIAL. INFORMATION AS TO THE PERSON TO CONTACT IS SHOWN BELOW. THE CONTACTED PERSON MUST RESPOND TO YOU IN WRITING WITHIN SEVEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL.

Name:	Business Address: 100 MAIN STREET HUNTINGTON, NY 11743	Business Telephone: (631) 351-3042
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