



Village of Upper Brookville
APPLICATION FOR PUBLIC ACCESS TO RECORDS - FOIL

To: Building Department
P.O. Box 600
Oyster Bay, NY 11771
Phone (516) 624-7715 ext.103
Fax (516) 624-7137

Date: _____
Section _____ Block _____ Lot _____

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

Reason for request:

Name: (print) _____

Signature: _____

Representing: _____

Mailing Address: _____ Phone # _____

For Agency Use Only

Approved _____ Denied _____

Records of which this agency is Legal Custodian cannot be found. _____

Record is not maintained by this Agency. _____

Signature: _____ Title: _____ Date: _____

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY.

Name: _____ Business address: _____

WHO MUST FULLY EXPLAIN THEIR REASONS FOR SUCH DENIAL IN WRITING SEVEN DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL: Signature: _____ Date: _____