

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

Send to: Village of Sag Harbor P.O. Box 660 Sag Harbor, N.Y. 11963	Date of Application:  <div style="text-align: right;">(mm / dd / yyyy)</div>
Name of Applicant:  <div style="text-align: center;"><i>First Middle Last</i></div>	Email:
Name of Business Firm (if applicable):	Street Address:
Telephone:	Mailing Address:
Name of Client Represented (if applicable):  <div style="text-align: center;"><i>First Middle Last</i></div>	City/State/Zip:
Signature of Applicant:	Department: <input type="checkbox"/> Village Clerk <input type="checkbox"/> Building Department <input type="checkbox"/> Fire Marshal/Code <input type="checkbox"/> _____

**DESCRIPTION OF RECORD SOUGHT**

_____  _____  _____  _____	DISTRICT    SECTION    BLOCK    LOT  ROUTINE SEARCHES: <input type="checkbox"/> OPEN VIOLATIONS <input type="checkbox"/> OPEN BUILDING PERMITS <input type="checkbox"/> CERTIFICATE OF OCCUPANCY
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**THIS SECTION TO BE COMPLETED BY THE FREEDOM OF INFORMATION OFFICER**

Receipt of this request is acknowledged.

**PLEASE NOTE:** The Public Officer's Law requires that a response to this request occur within five (5) business days. The Village is required to provide documents, not information. There is no specific time limit in which to produce the documents.

**STATUS OF REQUEST**

The reproduction costs for the records requested is \$ \_\_\_\_\_ plus postage \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Records cannot be found after diligent search.

Records not possessed or maintained by this Agency.

Records denied:

<input type="checkbox"/> Specifically exempt by state or federal statute <input type="checkbox"/> Unwarranted invasion of personal privacy <input type="checkbox"/> Would impair current or imminent contract awards or collective bargaining agreements <input type="checkbox"/> Are trade secrets <input type="checkbox"/> Documents are not reasonably described <input type="checkbox"/> Would endanger the life of a person <input type="checkbox"/> Are computer access codes	<input type="checkbox"/> Are for law enforcement purposes, 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 -reveal criminal investigative techniques or procedures except routine techniques and procedures <input type="checkbox"/> Are inter-agency or intra-agency materials that are not: -statistical or factual tabulations of data -instruction to staff that affect the public -final agency policy or determinations -external audits
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**You have the right to appeal a denial of this application by writing to the Clerk of the Village of Sag Harbor within thirty days of the denial.**

FOIA OFFICER'S SIGNATURE:	TITLE:	DATE:
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