

**VILLAGE OF SPRING VALLEY
200 NORTH MAIN STREET
SPRING VALLEY, NY 10977
PHONE: (845) 352- 1100 EXT: 106
FAX: (845) 352-1164**

APPLICATION FOR PUBLIC ACCESS TO VILLAGE RECORDS

THE BUILDING DEPARTMENT WILL RESPOND TO REQUESTS FOR VILLAGE RECORDS PERTAINING TO THE BUILDING DEPARTMENT WITHIN (5) BUSINESS DAYS OF RECEIPT OF APPLICATION. VILLAGE RECORDS ARE OPEN FOR INSPECTION MONDAY THROUGH FRIDAY BY APPOINTMENT.

I HEREBY APPLY TO OBTAIN COPIES/INSPECT THE RECORDS FOR THE FOLLOWING:

RECORD REQUIRED/DEPARTMENT

NAME (PRINT): _____

ADDRESS: _____

REPRESENTING: _____

SIGNATURE: _____

PHONE #: _____ DATE OF REQUEST _____

THERE IS A \$0.25 FEE PER PAGE FOR COPIES MADE- ALLOWED BY STATE LAW

BUILDING DEPARTMENT'S OFFICE USE ONLY

- REQUEST APPROVED
- REQUEST DENIED FOR THE REASONS CHECKED BELOW
 - NEED APPROVAL OF MAYOR
 - CONFIDENTIAL RECORD
 - INTERFERE WITH JUDICIAL PROCEEDINGS
 - UNWARRANTED INVASION OF PERSONAL PRIVACY
 - RECORD NOT LOCATED AFTER DILIGENT SEARCH
 - RECORD NOT MAINTAINED BY THIS AGENCY
 - DISCLOSURE COULD DANGER LIFE OR SAFETY OF A PERSON
 - EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION ACT
 - OTHER (SPECIFY) _____

OFFICIAL

SIGNATURE: _____ TITLE: _____ DATE: _____

NOTICE: YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THE DEPARTMENT. HE/SHE MUST FULLY EXPLAIN THEIR REASON FOR SUCH DENIAL IN WRITING WITHIN (7) DAYS OF RECEIPT OF THE APPEAL.

I HEREBY APPEAL: SIGNATURE: _____ DATE: _____

NOTIFIED: DATE: _____ TIME: _____ BY: _____ TO: _____

DISCLAIMER REGARDING FOILS FOR
BUILDING DEPARTMENT RECORDS

THE DOCUMENTS PROVIDED IN RESPONSE TO YOUR REQUEST ARE COPIES OF RECORDS THAT EXSIST IN THE BUILDING DEPARTMENT'S FILES. PROVISION OF THESE DOCUMENTS DOES NOT CONSTITUTE A REPRESENTATION BY THE VILLAGE THAT A VALID CERTIFICATE OF OCCUPANCY IS CURRENTLY IN EFFECT, OR THAT THERE ARE NO VIOLATIONS AFFECTING THE SUBJECT PROPERTY.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE.

X _____