



VILLAGE OF WAPPINGERS FALLS
 Office of Building, Planning & Zoning
 Office of Code Enforcement / Office of the Fire Inspector
 7 Spring Street, Wappingers Falls, NY 12590
 Phone: (845)297-5277 fax: (845)296-0379
 E-Mail: jmkarge@optonline.net
www.wappingersfallsny.gov

APPLICATION FOR ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER (Official Use Only)

 Name of unit

 Address

I HEREBY APPLY TO REVIEW THE FOLLOWING RECORD(S):

Property Address: _____ Zoning District: _____

REASON FOR INSPECTION: (BE SPECIFIC) **PENDING LITIGATION? YES NO**

_____ Name (Please Print)	_____ Representing (Business Name/ Self)
_____ Signature (Original Signature Required)	_____ Telephone
_____ Relationship to Property	_____ E-mail
_____ Mailing Address	_____ Zip

PLEASE TAKE NOTICE

You have the right to Appeal a denial of this application to the RECORDS APPEALS OFFICER. An Appeal must be made WITHIN 30 days from the receipt of the denial and the APPEALS OFFICER must fully explain the reason(s) for such denial in writing WITHIN 10 days of receipt of an appeal.

Please mail appeals to: RECORDS APPEAL OFFICER

Access to records is provided through the New York "Freedom of Information" Law (Public Officer's Law, Section 84-90). The law is administered by the committee on Open Government in the Department of State, 162 Washington Avenue, Albany, New York 12231, telephone 518-174-2518.

***One form must be submitted for each specific address or building location!**

General descriptions of an area or groups of addresses will not be researched by this office. The reason for the request for access and the specific type of information you are interested in reviewing must be indicated on the application.

* All submissions must be complete and must **have an original signature on them.**

Photocopies, faxed and emailed forms & telephone requests are not accepted!

When the request has been processed the application will be returned to you. If your request has been approved, you may then call to schedule an appointment to come to our office to review the record(s).

Photocopies of records will not be prepared and sent to you!

If you need further information or have any questions please contact the Village Clerk's office at 845 297 8773 or by E-mail jmkarge@optonline.net

(FOR AGENCY USE ONLY)

APPROVED _____

DENIED (Reason(s) checked below)

exempted by state/federal statute

Unwarranted Invasion of privacy

record(s) part of an investigation

Interagency transmittal / not policy oriented

Computer access code(s)

Record of which this unit is the legal custodian cannot be found/does not exist.

other (specify) _____

pending contract/bargaining negotiation

registered trademark /trade secret

endangerment to life or safety

part of test questions/answers

record not maintained by this unit

Signature

Title

Date