



VILLAGE OF WAPPINGERS FALLS
Office of Building, Planning & Zoning
2582 South Avenue, Wappingers Falls, NY 12590
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www.wappingersfallsny.gov

APPLICATION FOR ACCESS TO RECORDS

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

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.

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, 99 Washington Avenue, Suite 650, Albany, New York 12231. Telephone 518-474-2518.

*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!

Please mail appeals to: RECORDS APPEAL OFFICER (2582 South Avenue, Wappingers Falls NY 12590)

FOR AGENCY USE ONLY

[] APPROVED

[] DENIED (Reason(s) checked below)

Exempted by State/Federal Statute

Pending contract/bargaining negotiation

Unwarranted Invasion of privacy

Registered trademark/trade secret

Record(s) part of an investigation

Endangerment to life or safety

Interagency transmittal/not policy oriented

Part of test questions/answers

Computer access code(s)

Record not maintained by this unit

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

Other (specify): _____

Signature

Title

Date