



**Law Department**

One Independence Hill, Farmingville, NY 11738  
(631) 451-6500 FAX (631)698-4489

LW-07 rev. 3/09

Form may be e-mailed to [foil@brookhaven.org](mailto:foil@brookhaven.org)  
Form may be mailed to our office.  
[Click here to fill out and submit online form.](#)

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

PLEASE TYPE OR PRINT CLEARLY

**APPLICATION NUMBER**

F

**SECTION 1 – TO BE COMPLETED BY APPLICANT**

I HEREBY APPLY TO REVIEW OR COPY THE RECORD(S) DESCRIBED BELOW:

1. NAME OF APPLICANT:		5. TELEPHONE NUMBER:		
2. NAME OF BUSINESS FIRM:		6. STREET ADDRESS:		
3. NAME OF CLIENT REPRESENTED:		7. CITY:	8. STATE:	9. ZIP CODE:
4. SIGNATURE OF APPLICANT:		10. DATE OF APPLICATION:		

**DEPARTMENT:**

**EMAIL ADDRESS:**

**DESCRIPTION OF RECORD SOUGHT TO INSPECT.** Please describe the record sought in as specific detail as possible. The Building Division requires a copy of the DEED, SURVEY, or SUFFOLK COUNTY TAX MAP NUMBER of the property to research their files. If you are applying for a certificate of occupancy (CO) a SURVEY IS REQUIRED. Under the Freedom of Information Law the Town of Brookhaven is required to supply **DOCUMENTS, NOT INFORMATION.**

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If I desire copies of the records sought I hereby agree to pay the statutory fee (Cost of reproduction, \$.25 per page or \$5.00 per copy of plans plus postage if applicable) Documents to be copied  Yes  No

**SECTION 2 – TO BE COMPLETED BY AGENCY FREEDOM OF INFORMATION OFFICER**

Receipt of this request is acknowledged. You will receive a response as quickly as possible. Please allow Twenty (20) business days for processing before contacting this office. **A copy of this form is being mailed to you indicating your request is being processed**

**PLEASE NOTE:** The Public Officer's Law requires that a municipality respond to this original request within five (5) business days. **THERE IS NO SPECIFIC TIME LIMIT, HOWEVER, AS TO THE TIME TO PRODUCE THE DOCUMENTS.**

11. INFORMATION OFFICER:	12. TITLE:	13. DATE:
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**SECTION 3 – NOTICE TO APPLICANT**

You have a right to appeal a denial of this application in writing to the office of the Town Clerk, 1 Independence Hill, Farmingville, NY 11738 – (631) 451-9120 within thirty (30) days of the denial. The Town Clerk will respond to you in writing within ten (10) business days of receipt of your appeal.

**FOR OFFICIAL USE ONLY:**

ANIMAL SHELTER  
BUILDING DEPARTMENT  
CODE ENFORCEMENT

ENVIRONMENTAL  
FIRE PREVENTION  
LAW DEPARTMENT

PLANNING DEPARTMENT  
WASTE MANAGEMENT  
OTHER \_\_\_\_\_

# APPLICATION FOR PUBLIC ACCESS TO RECORDS

## TO THE APPLICANT

### APPLICATION NUMBER

F

### RECORDS AVAILABLE:

- |  |   |
|--|---|
| <input type="checkbox"/> The records have been fully partially provided. | <input type="checkbox"/> Municipalities are not required to respond to questions or inquiries only to provide documents |
| <input type="checkbox"/> Records cannot be found after diligent search   | <input type="checkbox"/> There are no known documents that are responsive to your request                               |
| <input type="checkbox"/> Records not possessed by this agency            |   |

### RECORDS PROVIDED:

The document(s) you requested are available. The cost of reproduction is \$\_\_\_\_\_. Please send check or money order payable to the Town of Brookhaven and submit to Town of Brookhaven Department of Law, One Independence Hill, Farmingville, NY 11738 or call Robin at (631) 451-9296 to SCHEDULE ARRANGEMENT FOR PICK-UP.

### RECORDS DENIED:

I hereby certify that access to the records, or part of the records, requested has been denied to the applicant for the reasons checked below:

- |   |  |
|---|--|
| <input type="checkbox"/> Specifically exempt by state or federal statute  | <input type="checkbox"/> Complainant's name cannot be disclosed pursuant to the Public Officers Law Article 6, Sec. 89-2(a).           |
| <input type="checkbox"/> Unwarranted invasion of personal privacy   | <input type="checkbox"/> Would endanger the life of any person   |
| <input type="checkbox"/> Would impair present or imminent contract awards or collective bargaining negotiations                       | <input type="checkbox"/> Are compiled for law enforcement purposes and which if disclosed would:                                       |
| <input type="checkbox"/> Are trade secrets  | <input type="checkbox"/> interfere with law enforcement investigations or judicial proceedings   |
| <input type="checkbox"/> Are inter-agency or intra-agency materials that are not:   | <input type="checkbox"/> Deprive a person of the right to a fair trial or impartial adjudication                                       |
| <input type="checkbox"/> statistical or factual tabulations or data   | <input type="checkbox"/> Identify a confidential source or disclose confidential information relating to a criminal investigation , or |
| <input type="checkbox"/> instruction to staff that affect the public  | <input type="checkbox"/> reveal criminal investigative techniques or procedures except routine techniques and procedures               |
| <input type="checkbox"/> final agency policy or determinations, or  |  |
| <input type="checkbox"/> external audits, including but not limited to audits performed by the comptroller and the federal government | <input type="checkbox"/> Are computer access codes   |
| <input type="checkbox"/> Does not reasonably describe the documents   |  |

ACCESS OFFICER'S SIGNATURE:

TITLE:

DATE: