

Incorporated Village of Mastic Beach

**APPLICATION FOR PUBLIC ACCESS TO RECORDS
SECTION I: TO BE COMPLETED BY APPLICANT**

Date of Application: _____

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD (Please describe the record sought. If possible, supply a date, a file title and a number, and any other information that will help locate the record desired.)

Signature of Applicant _____ Applicant Represents _____

Print Applicant Name _____ Applicant's Daytime Phone _____

Address of Applicants Business _____

TAX MAP NUMBER: _____

PROPERTY ADDRESS: _____

SECTION II: FOR USE BY AGENCY FREEDOM OF INFORMATION OFFICE ONLY

___ APPROVED

___ DENIED (for reason(s) check below)

- Confidential Disclosure Record is not maintained by this agency
 Part of Investigatory Files Unwarranted Invasion of Privacy
 Record of Which this Agency is Legal Custodians Cannot Be Found
 Exempted by states other than the Freedom of Information Act

Other (specify): _____

Receipt of this request is acknowledged. There will be a delay in supplying the requested record until _____ for the following reason: _____

Signature: _____ Title: _____ Date: _____

SECTION III: NOTICE TO APPLICANT

YOU HAVE A RIGHT TO APPEAL THE DENIAL OF THIS APPLICATION IN WRITING TO THE OFFICE OF THE VILLAGE CLERK, SUSAN DRAGHI (631) 281-2326 WITHIN 30 DAYS OF THE DENIAL. THE VILLAGE CLERK WILL RESPOND TO YOU IN WRITING WITHIN SEVEN BUSINESS DAYS OF THE RECEIPT OR YOUR APPEAL.

Building Department
369 Neighborhood Road
Mastic Beach, New York 11951
(631) 772-4368 – Fax (631) 772-2432