



Village of Hewlett Bay Park

Building Department

30 Piermont Ave, Hewlett, NY 11557

REQUEST FOR COPIES OR SCANS OF BUILDING PLANS

Instructions: To obtain copies or scans of building plans for a property, fill out the form below. There is a charge of \$8.00 per page, payable by cash or check. Make checks payable to "Village of Hewlett Bay Park."

Date	
Requestor Name	
Telephone Number	
Email Address	
Property Address of Requested Plans	
Number of Copies	
Permit Number of Plans	
Preferred Delivery Method	<input type="checkbox"/> Pickup <input type="checkbox"/> Email (PDF)

Notes / Special Instructions:

Certification:

I certify that the information provided is true and accurate, and I understand the applicable fees. I acknowledge that copies/scans will be produced in accordance with department policies and availability of plans.

Signature

Printed Name

Fee Reminder: \$8.00 per page. Payment by cash or check (payable to Village of Hewlett Bay Park).

APPLICATION FOR PUBLIC RECORDS

To: Records Access Officer

Name of Agency (Check One): Hewlett Bay Park Hewlett Neck Woodsburgh

30 Piermont Ave, Hewlett, New York 11557

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS: _____

Sec _____ Block _____ Lot _____

Copy of Plans

Copy of Certificates

Copy of Documents

Copy of Survey

View only

(Check all that apply)

Print Name: _____ Date: _____

Signature: _____ Representing: _____

Mailing Address

FOR AGENCY USE ONLY
(DO NOT WRITE BELOW)

APPROVED _____

DENIED (For reason(s) checked below)

_____ Confidential Disclosure _____ Part of Investigatory File

_____ Unwanted Invasion of Personal Privacy

_____ Record of which this Agency is Legal Custodian Cannot be found

_____ Record is not maintained by this Agency

_____ Exempted by Statute Other than the Freedom of Information Act

_____ Other (specify)

Signature

Title

Date

NOTICE: YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY

Name

Business Address

WHO MUST FULLY EXPLAIN HIS REASON FOR SUCH DENIAL IN WRITING SEVEN DAYS IN RECEIPT OF AN APPEAL.

I HEARBY APPEAL: