



**Village of Woodsburgh**  
**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 Woodsburgh."

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:**

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**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

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

# 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: