

VILLAGE OF NORTH HAVEN
Application for Access to Agency Records

Applications can be submitted to:
Village of North Haven, 335 Ferry Road, Sag Harbor NY 11963 or via email:
Building, Planning or Zoning requests: planningclerk@northhavenny.gov
All other requests: clerk@northhavenny.gov

1. Name of Applicant: _____
2. Address of Applicant: _____

3. Telephone Number of Applicant: _____
4. Email Address of Applicant: _____
5. Exact Description of Record(s) Requested: _____

6. Tax Map Number of Premises, if applicable: 901- _____ - _____ - _____
7. Records for Review Only: Yes _____ No _____
Records for Copying: Yes _____ No _____
8. Date of Application: _____
9. Signature of Applicant: _____

FOR VILLAGE USE ONLY

If application approved:

- a. Records Located: Yes _____ No _____
- b. Number of Pages: _____
- c. Pages Copied: Yes _____ No _____
- d. Copying Fee Paid: Yes _____ No _____
- e. Applicant Notified on _____ day of _____, 20____

If application denied:

- a. Reason(s) for Denial: _____

- b. Applicant Notified on _____ day of _____, 20____

If records cannot be located:

- a. Requested Records Do Not Exist _____
- b. Additional Information Needed _____
- c. Applicant Notified on _____ day of _____, 20____

If additional time requires to locate records:

- a. Expected Date of Completion of Search _____
- b. Applicant Notified on _____ day of _____, 20____