

Village of Pomona

100 Ladentown Road, Pomona, NY 10970
Tel: 845-354-0545 - Website: www.pomonavillage.com

APPLICATION FOR PUBLIC ACCESS TO VILLAGE RECORDS

To: Records Access Officer/Village Clerk

THE OFFICE OF THE VILLAGE CLERK WILL RESPOND TO REQUESTS FOR VILLAGE RECORDS WITHIN FIVE (5) BUSINESS DAYS OF RECEIPT OF APPLICATION

I HEREBY APPLY TO INSPECT/RECEIVE COPIES OF THE FOLLOWING RECORD(S):

ADDRESS OF PROPERTY REQUESTING:	TAX LOT:
RECORD(S) REQUESTING:	

PERSON REQUESTING INFORMATION

APPLICANT (PLEASE PRINT):	DATE:
APPLICANT ADDRESS:	PHONE NUMBER:
APPLICANT SIGNATURE:	E-MAIL:

ALL FORMS CAN BE SUBMITTED TO CLERK@POMONAVILLAGE.COM

NOTE: FILES MUST BE INSPECTED IN PRESENCE OF THE DEPARTMENT HEAD RESPONSIBLE FOR THEIR CONTENTS OR HIS/HER DESIGNATED REPRESENTATIVE. FILES MAY NOT BE REMOVED FROM THE OFFICE HAVING CUSTODY.

NOTICE: YOU HAVE THE RIGHT TO APPEAL WITHIN 30 DAYS OF THE DENIAL OF THIS APPLICATION TO THE MAYOR OF THE VILLAGE OF POMONA. UPON RECEIPT OF THE APPEAL THE MAYOR HAS 10 BUSINESS DAYS TO MAKE A DETERMINATION. FAILURE TO RESPOND WITHIN 10 BUSINESS DAYS IS CONSIDERED TO BE A DENIAL OF THE APPEAL.

PLEASE BE ADVISED THAT IF THE REQUEST IS FOR A COPY OF A PROPERTY SURVEY, WE ARE ONLY ABLE TO PROVIDE WHAT WE HAVE IN THE PROPERTY FILE. BY SUBMITTING THE REQUEST, REQUESTOR UNDERSTANDS THAT A COPY OF OUR RECORDS IS NOT CONSIDERED A LEGAL SURVEY AND MAY NOT ACCURATELY REPRESENT THE CURRENT EXISTING CONDITIONS

OFFICE USE

<p><input type="radio"/> APPROVED (There is a fee of 25 cents/copied page allowed by law) Fee: _____ (Fees for copies of plans vary depending on the size – these are sent out of the building to be copied) A deposit fee is required for all items sent out to be printed.</p> <p><input type="radio"/> DENIED (for the reason(s) checked below: <input type="checkbox"/> Confidential Disclosure <input type="checkbox"/> Part of Investigatory Files <input type="checkbox"/> Record Not Located <input type="checkbox"/> Record does not exist <input type="checkbox"/> Unwarranted Invasion of Personal Privacy <input type="checkbox"/> Record Not Maintained by the Agency <input type="checkbox"/> Exempted by Statute other than the Freedom of Information Act <input type="checkbox"/> Other Reason Specified under §87 _____</p> <p>_____ Signature/Village Clerk</p> <p>_____ Date</p>
