



**OFFICE OF BUILDING, ZONING PLANNING  
ADMINISTRATION AND ENFORCEMENT  
TOWN OF ORANGETOWN  
20 GREENBUSH ROAD  
ORANGETOWN, N.Y. 10962**

**Jane Slavin, RA  
Director**

**(845) 359-8410**

**Fax: (845) 359-8526**

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

**YOU WILL BE CONTACTED WITHIN 5 BUSINESS DAYS AS TO THE STATUS OF YOUR REQUEST**

\_\_\_\_\_  
(PRINT CLEARLY) NAME OF REPRESENTATIVE OR AGENCY

\_\_\_\_\_  
(PRINT CLEARLY) ADDRESS OF REPRESENTATIVE OR AGENCY

\_\_\_\_\_  
PHONE/CELL NUMBER OF CONTACT PERSON

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S): PLEASE BE AS SPECIFIC AS POSSIBLE  
IN DESCRIBING THE RECORDS BEING REQUESTED.

SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ITEMS REQUESTED: \_\_\_\_\_

PREFERRED DELIVERY METHOD: PICKUP \_\_\_\_\_ EMAIL IF AVAILABLE \_\_\_\_\_

**RECORDS ACCESS OFFICER USE**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

WE WILL BE ABLE TO FURNISH THIS INFORMATION BY: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

NO RECORDS FOUND: \_\_\_\_\_ CONFIDENTIAL: \_\_\_\_\_

\_\_\_\_\_  
CALLED: \_\_\_\_\_

\_\_\_\_\_  
VIEWED: \_\_\_\_\_

\_\_\_\_\_  
NUMBER OF COPIES MADE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OFFICER

\_\_\_\_\_  
DATE