



**VILLAGE OF WAPPINGERS FALLS**  
 Office of Building, Planning & Zoning  
 Office of Code Enforcement / Office of the Fire Inspector  
 2582 South Avenue, Wappingers Falls, NY 12590  
 Phone: (845)297-5277 fax: (845)296-0379  
 E-Mail: [jmkarge@optonline.net](mailto:jmkarge@optonline.net)  
[www.wappingersfallsny.gov](http://www.wappingersfallsny.gov)

## APPLICATION FOR ACCESS TO RECORDS

**TO:** RECORDS ACCESS OFFICER (Official Use Only)

\_\_\_\_\_  
 Name of unit

\_\_\_\_\_  
 Address

**I HEREBY APPLY TO REVIEW THE FOLLOWING RECORD(S):**

Property Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**REASON FOR INSPECTION: (BE SPECIFIC)**      **PENDING LITIGATION? YES  NO**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

_____ Name (Please Print)	_____ Representing (Business Name/ Self)
_____ Signature (Original Signature Required)	_____ Telephone
_____ Relationship to Property	_____ E-mail
_____ Mailing Address	_____ Zip

### PLEASE TAKE NOTICE

You have the right to Appeal a denial of this application to the RECORDS APPEALS OFFICER. An Appeal must be made WITHIN 30 days from the receipt of the denial and the APPEALS OFFICER must fully explain the reason(s) for such denial in writing WITHIN 10 days of receipt of an appeal.

Please mail appeals to:      RECORDS APPEAL OFFICER

Access to records is provided through the New York "Freedom of Information" Law (Public Officer's Law, Section 84-90). The law is administered by the committee on Open Government in the Department of State, 162 Washington Avenue, Albany, New York 12231, telephone 518-174-2518.

**\*One form must be submitted for each specific address or building location!**  
 General descriptions of an area or groups of addresses will not be researched by this office. The reason for the request for access and the specific type of information you are interested in reviewing must be indicated on the application.  
 \* All submissions must be complete and must **have an original signature on them.**  
**Photocopies, faxed and emailed forms & telephone requests are not accepted!**  
 When the request has been processed the application will be returned to you. If your request has been approved, you may then call to schedule an appointment to come to our office to review the record(s).  
**Photocopies of records will not be prepared and sent to you!**  
 If you need further information or have any questions please contact the Village Clerk's office at 845 297 8773 or by E-mail [jmkarge@optonline.net](mailto:jmkarge@optonline.net)

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**(FOR AGENCY USE ONLY)**

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**APPROVED**

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**DENIED** (Reason(s) checked below)

- |   |  |
|---|--|
| <input type="checkbox"/> exempted by state/federal statute  | <input type="checkbox"/> pending contract/bargaining negotiation |
| <input type="checkbox"/> Unwarranted Invasion of privacy  | <input type="checkbox"/> registered trademark /trade secret      |
| <input type="checkbox"/> record(s) part of an investigation   | <input type="checkbox"/> endangerment to life or safety          |
| <input type="checkbox"/> Interagency transmittal / not policy oriented                                    | <input type="checkbox"/> part of test questions/answers          |
| <input type="checkbox"/> Computer access code(s)  | <input type="checkbox"/> record not maintained by this unit      |
| <input type="checkbox"/> Record of which this unit is the legal custodian cannot be found/does not exist. |  |
| <input type="checkbox"/> other (specify) _____  |  |
- 

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Signature

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Title

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Date