



37 ORCHARD STREET MANHASSET, NY 11030
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APPLICATION FOR PUBLIC ACCESS TO RECORDS

To: Village Clerk, Incorporated Village of Plandome Heights

I hereby apply to inspect the following record(s):

Three horizontal lines for recording the record(s) to be inspected.

Signature : _____ Date: _____

Print Name: _____ Representing: _____

Mailing Address: _____ Phone: _____

FOR VILLAGE USE ONLY

Approved _____

Denied (for the reason(s) checked below) Dept File _____

- Confidential Disclosure
Part of Investigation
Unwarranted Invasion of Personal Privacy
Record of which this Village is Legal Custodian Cannot Be Found
Record is Not Maintained by This Village
Exempted by Statue 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 Mayor of this Village who must fully explain his/her reasons for such denial in writing within seven days of receipt of an appeal.