



*More than a Legend*

**Village of Sleepy Hollow**  
**Department of Architecture, Land Use Development,**  
**Buildings & Building Compliance**  
28 Beekman Avenue, Sleepy Hollow, NY 10591  
Telephone (914) 366-5101 • Fax (914) 631-0607 • www.sleepyhollowny.gov

**APPLICATION FOR PUBLIC ACCESS TO RECORDS – VILLAGE OF SLEEPY HOLLOW**

TO: BUILDING DEPARTMENT

DATE RECEIVED: \_\_\_\_\_

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

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

Please print name & Telephone number

Mailing address

Signature & Date

Party you are representing (if any) \_\_\_\_\_

**FOR AGENCY USE ONLY:**

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

Reason for denial:

- Confidential disclosure – part of investigatory files
- Unwarranted invasion of personal privacy
- Record to which this Agency is legal custodian - cannot be found
- Exempted by statute other than the Freedom of Information Act
- This Agency does not have custody of such information
- Other (specify): \_\_\_\_\_

Signature Title Date

**NOTICE:** You have a right to appeal a denial of this application to the head of this agency who must fully explain his/her reasons for such denial in writing in seven business days on receipt of this appeal.

I HEREBY APPEAL TO THE MAYOR OF SLEEPY HOLLOW:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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