



Village of Sleepy Hollow

Department of Architecture, Land Use Development,
Buildings & Building Compliance
28 Beekman Avenue

Sleepy Hollow, NY 10591

More than a Legend

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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