

# TOWN OF SOUTHAMPTON

## Application for Public Access to Records

Please type or print clearly

Submit to: [foil@southamptontownny.gov](mailto:foil@southamptontownny.gov)

↑ Time Stamp (Town Use Only) ↑

Name of Requester \_\_\_\_\_

Name of Requester Business \_\_\_\_\_

Address of Requester \_\_\_\_\_

Telephone number of Requester \_\_\_\_\_

Email address of Requester \_\_\_\_\_

Name of Client Represented \_\_\_\_\_

I hereby request (**CHECK ONE ONLY**):

- To **inspect** the records described below
- Request **copies** of the records described below, and agree to pay all applicable fees for those copies
- Request **scans** via email of the records described below

### Description of Records Being Requested

**YOU MUST INCLUDE THE DETAILS WE NEED TO IDENTIFY THE REQUESTED RECORDS:**

**\*\*Name of Town departments/divisions you are seeking records from \*\* Name of record/file \*\* Date ranges \*\* Addresses/tax map numbers (parcel-specific records) \*\* Resolution/decision numbers (boards) \*\* Any other info that will help locate the records**

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By signing this application, I hereby state that any property owners' names and mailing addresses requested by me and/or disclosed by the Town in regards to the aforementioned FOIL request, will not be used for solicitation or fund-raising purposes. Furthermore, I will not make available the names and addresses to any other person, organization, or entity for the purpose of engaging in solicitation or fund-raising. Furthermore, I agree that the record(s) requested shall not be utilized in any manner tending to constitute an unwarranted invasion of personal privacy. I further agree to indemnify and hold the Town of Southampton harmless from damages and/or any claim arising from any such unauthorized use of the record(s) requested.

Signature of Requester \_\_\_\_\_ Date of Request \_\_\_\_\_

**NOTICE:** You have the right to appeal a denial of this application in writing within 30 days of denial to: James M. Burke, Esq., Town of Southampton Attorney, 116 Hampton Road, Southampton, NY 11968.