



Village of Southampton

BUILDING DEPARTMENT

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Southampton, NY 11968

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ext 147

F.O.I.L. REQUEST FORM

(Freedom of Information Law – Request for copies of Public Documents)

YOUR NAME: _____

YOUR ADDRESS: _____

YOUR PHONE: _____

YOUR EMAIL: _____

REQUESTED INFORMATION:

PROPERTY ADDRESS : _____

SURVEY: *Most Recent* *other:* _____

BUILDING PERMIT # _____

CO # *Most Recent* *other:* _____

PLANNING BOARD # _____

ZONING BOARD # _____

OTHER: _____

Please be as specific as possible

- View documents only
- I WILL PICK UP (Allow 15 working days) copies digital
- Please send to the above address via email mail

I hereby certify that the information obtained through this FOIL request will not be used for solicitation or fund-raising purposes. I acknowledge that such use is prohibited under applicable laws and regulations.

Date

Signature

Note: The fee is \$0.25/page for letter size photocopies and \$5.00 for Certificates of Occupancy. Items requiring special processing will be charged according to the cost. If you wish your documents mailed, or put on a flash drive, payment should be made in advance, including postage.

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FOR VILLAGE USE ONLY

DATE RECEIVED: _____ DATE DELIVERED: _____ EMPLOYEE: _____ FEE: _____