



FREEDOM OF INFORMATION LAW (F.O.I.L.) APPLICATION FOR ACCESS TO PUBLIC RECORDS FROM OUR BUILDING DEPARTMENT

SECTION 1 – TO BE COMPLETED BY APPLICANT I HEREBY APPLY TO REVIEW OR HAVE COPIED THE RECORD(S) DESCRIBED BELOW:

Name of Applicant:	Mailing Address of Applicant (include suite if applicable):			
Kevin Smith	2605 Maitland Center Parkway, Suite C			
Name of Business or Firm:	City:	State:	Zip Code:	
Stellar Innovation	Maitland	FL	32751	
Signature of Applicant: Evan Foster	Date of Application: 11-24-2024			
Telephone Number:	Department if known:			
302-261-9069	Building Department			
DESCRIPTION OF RECORD SOUGHT TO INSPECT AND ANY SPECIAL INSTRUCTIONS. Please describe the record(s) sought in as specific detail as possible, with address, date or time frame, if applicable. If we cannot determine what record(s) you seek, your application will be denied. Under the NYS FOIL Law, the Town of Islip is only required to supply DOCUMENTS THAT ALREADY EXIST (NYS POL Article 6). 217 FRONT AVE, BRENTWOOD, NY11717// Parcel: 5001850002000380000000 Any OPEN/PENDING/EXPIRED PERMIT				
FEE SCHEDULE Be advised that there is a statutory fee due (\$.25 per page, not in excess of 9x14) for copies. For anything else, including digital formats, cost of reproduction will be charged. Deposits may be required for voluminous requests. Copy fees are to be paid for any pages required to be redacted prior to viewing a file. FOIL requests will not be processed for any person or company who fails to pay any outstanding FOIL fees due for a prior FOIL request. Copies will be prepared unless specifically requested otherwise.				
SECTION 2 – TO BE COMPLETED BY AGENCY RECORDS ACCESS (FOIL) OFFICER Receipt of this request is hereby acknowledged. Please allow Twenty (20) business days for processing before contacting this office. A copy of this form is being mailed to you indicating your request is being processed.				
Date Records Access Officer		Application ?	Number	
Building Department, One Manitton Court, Islip, NY 11751 (631) 224-5470				
Please note: The Public Officer's Law requires a municipality to acknowledge receipt of this FOIL request within five (5) business days.				

Application Number				
FOR AGENCY USE ONLY BELOW SECION 3 – NOTICE TO APPLICANT				
required within thirty (30) days of amount to the attention of the Reco 11751. For questions, please call (response, your FOIL will be deem. The records have been fully	processing your FOIL A this response. Please fo ords Access Officer, Bui (631) 224-5470. If we de ed closed. RECORDS P. provided.	pplication, a deposit in the amount of \$ is rward a check payable to the "Town of Islip" in the deposit lding Department, One Manitton Court, Islip, New York o not receive your deposit within thirty (30) days of this		
check or money order payable to the "Town of Islip" and submit to the Building Department, One Manitton Court, Islip, NY 11751. If necessary, please contact the Records Access Officer at (631) 224-5470 to make other arrangements for the receipt of your documents if you are unable to pick them up at our Building Department. Please call (631) 224-5470 to schedule an appointment to view the documents requested. If we are not contacted within thirty (30) days to schedule a viewing, your FOIL will be deemed closed.				
A redaction fee in the amount of \$ is due at the time of viewing appointment. RECORDS DENIED, PARTIALLY PROVIDED OR REDACTED				
Request needs to be more specific to determine what record(s) you seek Records not possessed by the Town After a diligent search, there are no that are responsive to your request. If a record exists, would be a law en Please contact our Code Enforcemen (631) 224-5548 for a violation search are trade secrets or commercial ent which if disclosed, would cause injurposition of the subject enterprise Municipalities are only required to a documents requested that are in exist.	coecause cannot a of Islip known documents chromody a compartment at chromody a compartment at chromody a compartment at chromody and the competitive compartment at chromody and the competitive compartment at chromody and the competitive competitive compartment at chromody and the competitive compartment at chromody and the competitive c	 □ Complainant's name cannot be disclosed pursuant to the Public Officers Law Article 6A, Sec. 89-2(a) □ Could endanger the life or safety of any person □ Municipalities are not required to respond to questions or inquiries, only required to provide specific documents requested that are in existence □ Unwarranted invasion of personal privacy □ Exempt inter-agency or intra-agency materials □ Would impair present or imminent contract awards or collective bargaining negotiations □ Exempted by statute other than the Freedom of Information Law □ Exempt examination questions or answers □ Other: 		
Name of Records Access Officer: Records Access Officer Signature: This Freedom of Information Request will remain on file for six (6) months from the date of final determination. Thereafter, it will be destroyed. You have the right to appeal a denial of this application in writing within thirty (30) days to Ernest J. Cannava, Senior Assistant Town Attorney, Islip Town Hall, 655 Main Street, Islip, New York 11751. You are entitled to an				
Explanation of the reason for such denial in writing within ten (10) business days of the appeal. [hereby appeal:				