

Application Number

FOR AGENCY USE ONLY BELOW
SECTION 3 - NOTICE TO APPLICANT

DEPOSIT REQUIRED

- Before we may continue processing your FOIL Application, a deposit in the amount of \$ _____ is required within thirty (30) days of this response. Please forward a check payable to the "Town of Islip" in the deposit amount to the attention of the Records Access Officer, Building Department, One Manitto Court, Islip, New York 11751. For questions, please call (631) 224-5470. If we do not receive your deposit within thirty (30) days of this response, your FOIL will be deemed closed.

RECORDS PROVIDED

- The records have been fully provided. The records have been partially provided or redacted.
- The document(s) you requested are available. The cost of reproduction is \$ _____. Please bring your cash, check or money order payable to the "Town of Islip" and submit to the Building Department, One Manitto 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.
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- A redaction fee in the amount of \$ _____ is due at the time of viewing appointment.

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Name of Records Access Officer:

X Cindy Auciello

Records Access Officer Signature:

X Cindy Auciello

Date:

X 11/20/04

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Date

Building Department

NOV 25 2024


Date Stamp Here



Town of
Islip

**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: Kevin Smith	Mailing Address of Applicant (include suite if applicable): 2605 Maitland Center Parkway, Suite C		
Name of Business or Firm: Stellar Innovation	City: Maitland	State: FL	Zip Code: 32751
Signature of Applicant: 	Date of Application: 11-24-2024		
Telephone Number: 302-261-9069	Department if known: 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)**.
890 FERNDALE BLVD, CENTRAL ISLIP, NY11722// Parcel : 5001870002000280000000
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 Manittou 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.

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Name of Records Access Officer:

Kindy Auciello

Records Access Officer Signature:

Kindy Auciello

Date:

X 11/20/04

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Signature

Date

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