Building Department Date Stamp Here



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): 2605 Maitland Center Parkway, Suite C				
Kevin Smith					
Name of Business or Firm:	City:	State:	Zip Code:		
Stellar Innovation	Maitland	FL	32751		
Signature of Applicant: Svan Foster	Date of Application: 11-24-2024				
Telephone Number:	Department if know	n:			
302-261-9069	Building Departm	ent			
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). 853 WALL ST, BOHEMIA, NY11716// Parcel: 5002120003000070000000 Any OPEN/PENDING/EXPIRED PERMIT					
FEE SCI Be advised that there is a statutory fee due (\$.25 per page, not	HEDULE	iac - Ear anythina al-	a including		
digital formats, cost of reproduction will be charged. Deposit be paid for any pages required to be redacted prior to viewing company who fails to pay any outstanding FOIL fees due for specifically requested otherwise.	s may be required for volum a file. FOIL requests will re	ninous requests. Co not be processed for	py fees are to any person or		

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				
DEPOSIT REQUIRED Before we may continue continue processing your FOIL Application, a deposit in the amount of \$				
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 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.				
1 NO. 15 STEP STORY TO BE A STORY OF THE STO	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 determine what record(s) you seek □ Records not possessed by the Town After a diligent search, there are no	n of Islip	 □ 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 		
that are responsive to your request If a record exists, would be a law e Please contact our Code Enforceme (631) 224-5548 for a violation sear	nforcement record.			
☐ Law Enforcement Records ☐ Are trade secrets or commercial en which if disclosed, would cause inj position of the subject enterprise	terprise documents ury to the competitive	 □ Exempt examination questions or answers □ Other: 		
☐ Municipalities are only required to documents requested that are in exi	search for specific stence.			
Name of Records Access Officer: Records Access Officer Signature: X X VI Q (UU UU U X X)				
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.				
I hereby appeal:Sign	1ature	Date		