

# TOWN OF SOUTHAMPTON



TOWN CLERK – FAX# 631-283-5606

LAND MANAGEMENT – FAX# 631-287-0262

BUILDING & ZONING – FAX# 631-287-5754

PLANNING & ENVIRONMENT – FAX# 631-287-5706

POLICE – FAX# 631-728-5440

TRUSTEES – FAX# 631-287-5723

116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

Website: [www.southamptontownny.gov](http://www.southamptontownny.gov)  
FOIL Email: [foil@southamptontownny.gov](mailto:foil@southamptontownny.gov)

↑ Time Stamp (Town Use Only) ↑

## Application for Public Access to Records

Please type or print clearly

Name of Applicant \_\_\_\_\_

Name of Business Firm \_\_\_\_\_

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

Address of Applicant \_\_\_\_\_

Telephone number of Applicant \_\_\_\_\_

Email address of Applicant \_\_\_\_\_

I hereby request (check one):

- 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 sought (please include details, e.g. date ranges, tax map numbers, file titles, or any other information that will help locate the records) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_

**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.