



Central Pine Barrens
Joint Planning & Policy Commission

624 Old Riverhead Road Westhampton
Beach, NY 11978
(631) 288-1079 FAX (631) 288-1367

Form may be e-mailed to info@pb.state.ny.us, mailed, or
faxed to our office.

To be completed by individual requesting access to
records. Please complete electronically or print clearly

Date Received(MM/DD/YY):
For department use only

Application Number (For department use only)
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I HEREBY APPLY TO REVIEW OR COPY THE RECORD(S) DESCRIBED BELOW:

1. NAME OF APPLICANT: 6. TELEPHONE NUMBER:
2. NAME OF BUSINESS FIRM: 7. STREET ADDRESS:
3. NAME OF CLIENT REPRESENTED: 8. CITY: 9. STATE: 10. ZIP CODE:
4. SIGNATURE OF APPLICANT: 11. DATE OF APPLICATION:
5. FAX NUMBER OF APPLICANT: 12. EMAIL ADDRESS OF APPLICANT:

Please describe the record(s) sought in as specific detail as possible.
The Commission requires the SUFFOLK COUNTY TAX MAP NUMBER of the property/parcel to research their files in
addition to the project name, if applicable. Under the Freedom of Information Law the Central Pine Barrens Commission is
required to supply

If I desire copies of the records sought I hereby agree to pay the statutory fee (Cost of reproduction, \$.25 per page or \$5.00
per copy of documents larger than 11" X17", documents placed on electronic storage media is \$6.00, plus postage if
applicable) Yes No

Receipt of this request is acknowledged. You will receive a response as quickly as possible. Please allow Twenty (20) business days
for processing before contacting this office.
The Public Officer's Law requires that an agency respond to this original request within five (5) business days.

11. ACCESS OFFICER: 12. TITLE: 13. DATE:

You have a right to appeal a denial of this application in writing to the office of the Central Pine Barrens Commission,
624 Old Riverhead Road, Westhampton Beach, New York, 11978 – (631) 288-1079 within thirty (30) days of the denial. The
Commission's Access Officer will respond to you in writing within ten (10) business days of receipt of your appeal.

AGENCY'S FOIL OFFICER RESPONSE TO THE APPLICATION FOR PUBLIC ACCESS TO RECORDS - for department use only

Date:

Date: MM/DD/YY

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TOT E APPLICA T _____ (Name of Applicant)

Due to the extensive nature of your request, additional time beyond the FOIA 20 business days will be required to review the Commission's files for documents responsive to your request. Documents will be made available on or before _____ Date: MM/DD/YY

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The records responsive to your request have been fully provided.

Agencies are not required to respond to questions or inquiries only to provide documents.

Records cannot be found after diligent search.

There are no known documents that are responsive to your request.

Records not possessed by this agency.

DISPOSITION OF REQUEST

The document(s) you requested are available for your review. Please contact the office at (631) 288-1079 to make an appointment to review the documents between the hours of 9:00 am and 5:00 pm.

If you want the documents copied without your review, please indicate yes or no and we will get back to you with the cost of reproduction. _____

The cost of reproduction is \$ _____. Please send check or money order payable to: The Central Pine Barrens Commission and submit to the Central Pine Barrens Commission, 624 Old Riverhead Road, Westhampton Beach, NY 11978. Once the payment is received, the copies will be made and you will be notified when they are ready for pick up.

Documents are ready for pick up. Please contact the office at (631) 288-1079 to arrange to pick up the documents.

Please indicate you will pick up the documents or that you want the documents mailed

RECORDS DENIED:

I hereby certify that access to the records, or part of the records, requested has been denied to the applicant for the reasons checked below:

- Specifically exempt by state or federal statute
- Unwarranted invasion of personal privacy
- Would impair present or imminent contract awards or collective bargaining negotiations
- Are trade secrets
- Are inter-agency or intra-agency materials that are not:
 - statistical or factual tabulations or data
 - instruction to staff that affect the public
 - final agency policy or determinations, or
 - external audits, including but not limited to audits performed by the comptroller and the federal government
- The applicant's request does not reasonably describe the documents requested.

- Complainant's name cannot be disclosed pursuant to the Public Officers Law Article 6, Sec. 89-2(a).
would endanger the life of any person
- Are compiled for law enforcement purposes and which if disclosed would:
 - interfere with law enforcement investigations or judicial proceedings
 - deprive a person of the right to a fair trial or impartial adjudication
 - identify a confidential source or disclose confidential information relating to a criminal investigation , or
 - reveal criminal investigative techniques or procedures except routine techniques and procedures

ACCESS OFFICER'S SIGNATURE:

TITLE:

Date: MM/DD/YY

 Within 5 business days
 Within 10 business days
 Within 15 business days
 Within 20 business days
 Documents were picked up emailed or mailed
 (Date: MM/DD/YY)