



TOWN OF MOUNT PLEASANT  
ONE TOWN HALL PLAZA  
VALHALLA, NEW YORK 10595  
(914) 742-2312

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Please complete and email this form to [townclerk@mtpleasantny.com](mailto:townclerk@mtpleasantny.com) or mail/drop off to the Town Clerk's office at the address listed above.

Date: \_\_\_\_\_

To: Emily Costanza, Records Access Officer

I wish to inspect the following record(s): *Identify records you are interested in as clearly as possible.*

**Full Property Address (if applicable):** \_\_\_\_\_

**Description of Files Requested:** \_\_\_\_\_

Records will be emailed if reasonably possible. If not, you may inspect the documents first and then ask for copies of the files you need. Number of copies requested (\$.25 per page; maps, surveys, plans, etc. according to size). According to New York State Freedom of Information Law, we have 30 days to complete your request.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Company You Are Representing (if any): \_\_\_\_\_



For Agency Use Only

APPROVED: \_\_\_\_\_ Town Clerk  
Title Date

DENIED: (For reasons checked below)

- ( ) Confidential Disclosure – Part of Investigatory Files
- ( ) Unwarranted Invasion of Personal Privacy
- ( ) Confidential Commercial Information
- ( ) Records to which this Agency is legal custodian cannot be found
- ( ) Exempted by State other than Freedom of Information Act
- ( ) Other (specify) \_\_\_\_\_

Notice: Any person denied access to records may appeal the denial with 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of Mount Pleasant, One Town Hall Plaza, Valhalla, New York 10595.