

**To: Incorporated Village of Malverne – BUILDING DEPARTMENT REQUEST**  
**99 Church Street**  
**Malverne, NY 11565**

I HEREBY APPLY TO EXAMINE THE PROPERTY FOLDER PURSUANT TO THE NEW YORK STATE FREEDOM OF INFORMATION ACT.

List addresses to be examined. Reproduction cost: 25 cents per copy.

**Architectural plans may require reproduction from an independent firm and separate fees/costs may be associated with that request.**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

---

Applicant (Print Name)	Applicant's Signature	Date
------------------------	-----------------------	------

---

Applicant's Mailing Address	City	State	Zip	Area code & Phone No.
-----------------------------	------	-------	-----	-----------------------

---

*For Agency Use Only*

[ ☐ ] Approved      Village Clerk Teresa Emmel \_\_\_\_\_  
Signature      Date

[ ☐ ] Denied      \_\_\_\_\_  
Signature      Title      Date

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

You have the right to appeal a denial to the head of this agency in writing addressed to:  
Keith M. Corbett, Mayor  
Incorporated Village of Malverne  
99 Church Street  
Malverne, NY 11565