

**Town of Babylon
Town Clerk's Office**

FREEDOM OF INFORMATION LAW APPLICATION CHECKLIST

Notes to applicant:

- Please email completed application to foil@townofbabylonny.gov
- Be advised there is a statutory fee of .25 (cents) per page not in excess of 9x14 for copies. For anything else including digital formats, cost of reproduction will be charged.
- Deposits may be required for voluminous requests. Copy fees are to be paid for any pages required to be redacted prior to viewing a file.
- FOIL requests will not be processed for any person or company who fails to pay an outstanding FOIL fee due to prior request. Copies will be prepared unless specifically requested otherwise.
- The Public Officers Law requires that a municipality acknowledge receipt of a FOIL request within five (5) business days.
- The Public Officers Law also states that a municipality has up to twenty, (20) business days to process your request. If more than twenty, (20) business days are required you will be notified.
- You have the right to appeal a denial of this application in writing to the Town Attorney. You will receive a response in writing within ten, (10) business days of your appeal.
- If this application is approved, the information you receive is not permitted to be used for solicitation purposes.
- FOIL requests for solicitation purposes will be denied.
- Please note that the Town is not required to create a new record in response to FOIL requests nor is it to answer specific questions.
- Please be as specific as you can in your request. A full copy of the Freedom of Information Law can be found on the NYS Website opengovernment.ny.gov/freedom-information-law.

Frequently requested records:

Building

Co's
Surveys
Building Permits
Demo Permits
Elevation Certificates
Rental Permit

ZBA

Variance
Covenant and Restrictions
Appeals

Citizen Services

Complaints

Room 19

Clean ups
Board ups
Liens/Fines

Fire Marshal

Fire Inspection Reports
Sprinkler Plans

Environmental

Septic Systems/Storage Tanks
Tank Removal
Impact Studies
Easements

Assessor

Property Card
Assessment Roll
Deeds Prior to 2005

Tax Receiver

Tax Bill
Past Due Taxes

General Services

Bids

Town Attorney

Contracts

PVB

Parking Violations
Auctions
Bill of Sale

Court/Code Enforcement/PS

Notice of Violations/Summons
Resolutions for Demo

DPW

Road Repair
Curb/Sidewalk Repair

Town Clerk

TB Resolutions
Property Owner Info
Dog License

Planning

Rental Permits Accessory Apt.
Site Plans
Easements

