

Requests may be submitted via mail, fax to (518) 783-2772 or email to infobuilding@colonie.org or infofire@colonie.org

TOWN OF COLONIE
MEMORIAL TOWN HALL
P.O. BOX 508
NEWTONVILLE, NY 12128

FREEDOM OF INFORMATION LAW (FOIL) REQUEST

TO: Building & Fire Services Dept. DATE: _____

I wish to inspect the following record(s): _____

Name _____

Mailing Address _____

Phone (W) _____ (H) _____ (Fax) _____

Email Address (for email response)(print clearly) _____

TO: Applicant – your request is hereby:

APPROVED _____

TOTAL CHARGE: \$ _____

Records may be inspected, picked up in person, mailed to applicant or sent via email, if practical. Fee for records is 25¢ per page plus the cost of postage, if mailed. Additional charges apply for large documents, photographs, or disks. Please make checks payable to the “Town of Colonie” and remit payment to the Town of Colonie Building & Fire Services Department, 347 Old Niskayuna Rd., Latham, NY 12110. Payment must be received before records may be released.

DENIED (or denied in part) for the reasons checked below:

- Release of information would constitute an unwarranted invasion of personal privacy
- Applicant may look at construction/building plans but not make a copy of them
- Records requested cannot reasonably be located based on description
- Release of information would endanger the life or safety of a person
- No record exists which responds to request/record cannot be found
- Record is not maintained by this agency
- Interagency or intra-agency materials
- Evidentiary records withheld as criminal action still pending
- Exempted by a law other than FOIL _____
- Identity withheld because no criminal action pending
- Other _____

RECORDS ACCESS OFFICER

DATE

Any person denied access to records may appeal the denial in writing within 30 days. Such appeal shall be heard by the Town Attorney of the Town of Colonie, Memorial Town Hall, P.O. Box 508, Newtonville, NY 12128.