



**TOWN OF HENRIETTA**  
**FREEDOM OF INFORMATION REQUEST**

Office Use Only

**FOIL REQUEST #:** \_\_\_\_\_

\_\_\_\_\_ Records Access Officer's Initials

\_\_\_\_\_ Town Supervisor's Initials

Please identify the records you are interested in as clearly as possible. Use the back of this page if necessary.

The Freedom of Information Law requires that we must respond to a request within five (5) business days of receipt of a request. If your request is approved, we will get that information to you as soon as possible depending upon the volume of documents requested and time involved locating the material, but it will be within twenty (20) business days from the approval, unless we notify you otherwise.

If any portion of the request is denied, you will be informed of the reason in writing and provided with the contact information to whom an appeal should be directed.

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

**Name:** \_\_\_\_\_

**Business:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**FEE SCHEDULE: \*\***

Electronic copy	Cost of media
8.5 x 11 page	\$0.25/page
11 x 17 page	\$0.50/page
24 x 48 drawing	\$5.00/page
36 x 48 drawing	\$10.00/page
*Zoning Compliance Letter	\$50.00

\*\*Additional fees may apply in connection with the actual cost to produce a record, in accordance with New York Freedom of Information Law.

Please check how you would like to receive the information:

Inspect

Obtain a Printed Copy

Obtain an Electronic Copy

I hereby apply to either inspect or obtain copies of the following record(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOW TO SUBMIT THIS APPLICATION**

**Email** form to: [rwiesner@henrietta.org](mailto:rwiesner@henrietta.org)

**Print and mail** to: Rebecca Wiesner, Records Access Officer, 475 Calkins Road, Henrietta, NY 14467

**Fax** to: (585) 334-9667