

**APPLICATION TO INSPECT A  
VILLAGE OF LARCHMONT RECORD**

Pursuant to New York State Freedom of Information Law

---

I desire to inspect the following records now on file in the Village of Larchmont:

Title of Record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Record: \_\_\_\_\_

Other pertinent information: \_\_\_\_\_  
\_\_\_\_\_

Will the record(s) be used for commercial purposes? Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that my access to, and inspection of, this record may not interfere with the normal operation of the department and that these records may not be taken from the department.

I request that the Village of Larchmont make copies of documents, whenever possible, and that I offer to pay for same, at the rates charged by the Village of Larchmont.

Request submitted by: (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(Date) \_\_\_\_\_  
(Telephone) \_\_\_\_\_  
(Signature) \_\_\_\_\_

---

**For Office Use Only**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

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

Signed: \_\_\_\_\_

---

If this request is denied, you may appeal by furnishing a copy of this request and denial to the Village Attorney, 120 Larchmont Avenue, Larchmont, within *thirty (30) days*. The Village Attorney will review your request and notify you, in writing, within *ten (10) business days* of receipt of your appeal of his decision to affirm, modify or deny your request together with his reasons therefore.