



Chemung County Stormwater Team
851 Chemung Street
Horseheads, NY 14845
O. (607) 796-2216 F. (607) 739-4392
www.chemungstormwater.org

Application for Access to Records – Freedom of Information Law (FOIL)

I do hereby apply to [ ] inspect [ ] obtain a copy of the following record(s):\*

Three horizontal lines for entering record details.

Form fields for Name, Mailing Address, City, State, Zip Code, Signature, Date, and Representing.

\* There is no charge for the inspection of documents, however, if duplication is requested, a charge of \$.25 per page (up to 9 X14 inches) or the actual cost to reproduce other records, will be assessed.

Send Request to: Records Manager Chemung County Stormwater Team, 851 Chemung Street, Horseheads, NY 14845

Please Note: If the requested records are Municipal Records, the Municipality will be notified of the request.

For Department Use Only

Denial of Access: Access to information has been denied

You have the right to appeal denial of this application by writing, within thirty (30) days, to the Chemung County Attorney • P.O. Box 588 • Elmira, New York 14902.

Search Certification: I certify that a proper search has been conducted for the records requested and they cannot be found.

Correctness Certification: I certify that the copies attached are correct copies of the records requested by the applicant.

Form fields for Name, Signature, Title, and Date.

Cost of Copies: Number of Pages Cost per Page Total Cost
Checks should be made payable to the Chemung County SWCD.

Payment received by: Title: Date: