## Jill Hageman-Clark Town Clerk

## Town of Clay



"One of America's 100 Best Places to Live"

4401 State Route 31 Clay, NY 13041 Phone (315) 652-3800

## APPLICATION FOR ACCESS TO PUBLIC RECORDS

Date 4/23/2018

To: Jill Hageman-Clark

Instructions: Identify the records you are interested in as clearly as possible. When applicable please indicate the property address and/or tax ID number. You may make an appointment to inspect the documents first and request copies at \$.25 per page. Any person may appeal within 30 days to the Supervisor of the Town of Clay at the address listed above.

	e following documents:	
(Please be specific)	E Attached	
	S MACAYAC	
	affirm that the requested recorer fundraising purposes.	ds <u>WILL NOT</u> be used for solicitation or
Signature:	2-1. Pi	
Printed Name:	Thomas J. Parisi	
Address:	STATE AND ADDRESS OF	
City/State/Zip:	Clay, NY 13041	
Phone/Email:	8-8-40 C	thomas 241 @ gmail. com
Office Use Only Date Sent to Departm	nent	
Assessor	Clerks Office	Planning & Development
Supervisor	Tax Office	Town Attorney
Highway	Finance	Other

Revised 9/2014

## **ATTACHMENT 1**

- 1. All records (paper and electronic) pertaining to site visits for "complaints and violations" from the Town of Clay Department of Planning and Development (aka Code Enforcement Office) from April 3, 2017 to presently planned site visits. These records include but are not limited to:
  - (1) The past and current **schedule** for "complaints and violations" site visits dating back to April 3, 2017.
  - (2) Any **complaints** (submitted via letter, web form, email, and to also include audio recordings or notes transcribed from telephonic or in person complaint submissions) pertaining to the site visit.
  - (3) Any **records generated** as a result of the site visit (to include notes, documents, images, audio, video generated in either paper, analog, or digital format)

Signature: 2 1. P=

Dated: 4/23/2018

Name:

Thomas J. Parisi

Address: Phone No.:

Clay, NY 13041