

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 \_\_\_\_\_

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.

I wish to inspect the following documents:  
(Please be specific)

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

I, the undersigned affirm that the requested records **WILL NOT** be used for **solicitation or commercial and/or fundraising** purposes.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

*Office Use Only*

Date Sent to Department \_\_\_\_\_

\_\_\_\_\_ Assessor                      \_\_\_\_\_ Clerks Office                      \_\_\_\_\_ Planning & Development

\_\_\_\_\_ Supervisor                      \_\_\_\_\_ Tax Office                      \_\_\_\_\_ Town Attorney

\_\_\_\_\_ Highway                      \_\_\_\_\_ Finance                      \_\_\_\_\_ Other \_\_\_\_\_

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4401 State Route 31, Clay, New York 13041-8707

Phone: (315) 652-3800 ❖ Website: www.townofclay.org ❖ E-Mail: townclerk@townofclay.org ❖ Fax: (315) 622-7259