

Village of North Hills



Marvin Natiss
Mayor

Dennis Sgambati
Deputy Mayor

Elliott Arnold
Phyllis Lentini
Gail J. Cohen
Trustees

(516) 627-3451
Fax (516) 627-0703

Marianne C. Lobaccaro
Village Administrator

A. Thomas Levin
Village Attorney

Peter A. Cinquemani, R.A.
Superintendent of
Building Department

One Shelter Rock Road, North Hills, N.Y. 11576

www.villagenorthhills.com

INSTRUCTIONS FOR RECORDS ACCESS REQUEST (FOIL)

1. Records Access or Freedom of Information Law (FOIL) requests may be made to the Village Administrator.
2. Please complete the Records Access Request form and include as much detail about the records requested as possible, including relevant dates, names, descriptions, etc.
3. Include the address and section block and lot if known when requesting building files.
4. Requests should be e-mailed to foil@villagenorthhills.com or dropped off at Village Hall.
5. Copies of black and white documents up to 11 X 17 can be made by the Village. Oversized documents are sent out to a 3rd party to be copied (price and availability TBD).