DUTCHESS COUNTY DEPARTMENT OF HEALTH
85 Civic Center Plaza - Suite 106
Poughkeepsie, NY 12601 845-486-3404 email- ehs@dutchessny.gov

Application to Access Records

SECTION A- APPLICANT INFORMATION **APPLICATION # _____**

Applicant/Business Name _____ Application date _____

Applicant Phone Number _____ Applicant Email _____

SECTION B- PARCEL INFORMATION **--to obtain this information visit https://gis.dutchessny.gov/parcelaccess/**

Parcel Tax id (18 digits) ___ ___ ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ - ___ ___ ___ ___ ___ ___ - 0 0 0 0

Parcel -Town/Village/City _____ Parcel Street Name _____

IF applicable: Subdivision Name/Lot _____ DOH Project/s # _____

SECTION C- TYPES OF RECORDS BEING REQUESTED

Please be as specific as possible about the information that you are requesting to reduce processing delays

Septic documents - date range - _____

☐ As-Built (Septic location)

☐ Engineering design file

☐ Repair Record (San 36)

Well documents- date range - _____

☐ Engineering design approval

☐ As-built (Well location)

☐ Other _____

Public Water System - date range - _____

#13 ___ ___ ___ ___ ___ Name _____

☐ Engineering Design Approval

☐ Operation Reports

☐ Water sample results

Regulated facility operation records

Inspection reports -see back under "Additional information"

☐ Date range - _____

\ Facility name - _____

Complaint Investigations- date range - _____

☐ Housing – apartment/building # _____

☐ Nuisance

☐ Public water system name - _____

☐ Regulated facility name - _____

☐ Other program- specify from list on back _____

☐ **Rabies Expose Investigations**

Date range - _____

☐ **Other documents**

Specify document type - _____

Date - _____

Please deliver this completed form to us via email ehs@dutchessny.gov, drop off to our office, or mail it to the above address.

SECTION D - FOR DOH USE ONLY

Projects _____FM _____ Subdivision Name/Lot # _____

DEPARTMENT OF HEALTH - APPLICATION TO ACCESS RECORDS INFORMATION

Please be as specific as possible for the information that you are requesting including date ranges, be sure to fill out all sections.

Our records are maintained and accessed by tax map number, project name, address, and subject matter.

Subject matter list –

Adolescent Tobacco Use Prevention Act (ATUPA)	Housing & Nuisance Complaints	Residential Septic System Repair
Agricultural Fair Ground Operations	Indoor Air Quality Complaints	Rooming House Operations
Bathing Beaches (Public) Operations	Mass Gathering Operations	SEQRA Reviews
Campground Operations	Migrant Farm Worker Housing Quarters	Sewage Design & Installation Approval
Child Care Facility Operations	Mobile Home Parks Operations	Smoking & Vaping Restrictions
Childhood Lead Poisoning Prevention	Potential Rabies Exposure Investigations	Swimming Pool (Public) Operations
Children's Camp Operations	Public Function Operations	Tanning Operations
Food Service Operations	Public Water Operations	Town Mandated Private Well Initiative
Hotels / Motels / B & B Operations	Realty Subdivision Approvals	Well Permits/ Well Completion Reports

Additional information –
The NYS Dept of Environmental Conservation (DEC) maintains records about hazardous waste sites, petroleum, and chemical storage tanks and spills. Some records are available online via their Environmental Remediation Databases www.dec.ny.gov/

Latest food service inspections can be obtained online via the link available under "Food Service Inspections" at www.dutchessny.gov/Departments/DBCH/Food-Services.htm

Application information –
Your request will be assigned an application number (located in the upper right corner of the application), please reference this number with any follow-up communications.

Applicants will be contacted within 20 business days of the acknowledgement of receipt.

In person appointments to view records are available during the business hours of 9:15 am -4:00 pm Monday -Friday.

Fee Schedule-

- Copies of letter and legal sized documents are $0.25 each.
- Copies of maps (larger documents) are $4.00 each.
- If applicable flash drives are $4.00 each.
- Copying fees must be paid prior to the release of records.
- We accept checks and money orders payable to Dutchess County.

An applicant has the right to appeal a denial of access to records pursuant to Section 89(4)(a) of the NY Public Officers Law to: Dutchess County Records Appeal Officer- Caroline E. Blackburn, Dutchess County Department of Law, County Attorney, 22 Market Street, Poughkeepsie, NY 12601, (845) 486-2110. The original FOIL application and response should accompany the appeal. An appeal is not complete unless it contains the following - 1) the date and location of requests for records; 2) a description, to the extent possible, of the records that were denied; and 3) the name and return address of the appellant. You will have 30 days to file your appeal.