

TOWN OF RIVERHEAD DEPARTMENTS & RECORDS

Accounting Department

Employment Application
Payment Claim Voucher
Purchase Requisition
Vendor Packet
Vendor Verification Form

Ambulance

FOIL requests handled by Ambulance office

Animal Control

Adoption Information
Agriculture & Markets Information
Animal Disease Information
Animal Statistics
Background Checks
Dog Bite Information
Euthanasia Forms
Field Reports
Microchip Registration
Rabies Certificates
Summons Logs

Assessors Office

Appraisals
Denial Letters
Grievances
Property Record Cards
Pro Rata Notices
Sewer Consumption Reports
Tentative Rolls/Final Rolls/Tax Rolls
Deeds/Surveys

Attorney

Limited correspondence & contract information available

Business Improvement District

Limited correspondence & contract information available

Building Department

Building Permits
Bed & Breakfast Permit Application
Certificates of Occupancy

Construction Plans
Demolition Permit Application
Dumpster Permit Application
Electrical Inspection Application
Health Department Approvals
Letter of Pre-existing Use
Outdoor Dining Permit Application
Pool Permit Application
Sign Permit Application
Surveys
Use Permit Application
Zoning Board of Appeals Application for Signs

Code Enforcement

Complaint Form
Inspection Reports
Investigation Reports
Housing Rentals
Violation Notices
Rental Permit Application & Permits
Title Search Requests

Community Awareness Program

FOIL requests handled by Community Awareness Program

Community Development

Grant Documents
Home Improvement Records
Urban Renewal Information
Including Agreements

Economic Development Zone

Limited correspondence & contract information available

Engineer

Drainage
Dredging
Maintenance
Plans
Street Lights
Traffic Signals
Stormwater Review
Illicit Discharge Documentation

Fire Marshal

Commercial Plans - Fire Marshall Submission
Fire Alarm Certification & Testing
Fire Investigations
Fire Prevention Permit Application
Annual Permit
Fire Prevention Permit Installation Application
Fire Sprinkler Annual Certification & Testing
Site Plan Applications
Inspections of Existing Buildings/
Commercial Business Files
Private Fire Hydrant Certifications
Appearance Ticket Log
Complaint Log

Highway Department Forms

Alteration or Excavation of Highways and Erection of Pole Permit
Application for Temporary Obstruction of Highway
Complaints
Contracts
Equipment Inventory
Government Permits
Highway Specifications
Purchase Records
Requisitions
Road Opening Permits
Subdivisions
Utility Markouts
Work Records

Historian

All historic records available through direct request to historian; please call ahead with requests 369-9717; genealogy information available through Suffolk County Historical Society

Industrial Development Agency

FOIL requests handled by Industrial Development Agency

TOWN OF RIVERHEAD DEPARTMENTS & RECORDS

Justice Court

Information requests handled by
Justice Court

Municipal Garage

Fuel Information
Garage Plans
Gas Boy System
Impound Release Form
Purchase Orders
Repairs
Vehicle Information Sheets
Vehicle Disposition Information

Personnel

Civil Service Information
Employee Policies
OSHA Regulations
Employee Accident Form
Employment Applications
Employment Contracts
Health Insurance Information

Planning Department

Chapter 12 Applications
CAC Applications
Site Plan Application
Land Subdivision Applications/Maps
Land Conveyances
Transfer of Development Rights
Un-mergers
Zoning Board of Appeals Appl.

Police/COPE /JAB /Youth Court

FOIL requests handled by Police
Department

Recreation

4-Wheel Permit Information
Contracts
Purchase Orders
Recreation Permits
Recreation Program Application
Recreation Program Refund Form
Requisitions
Revenue Reports

Skate Park Liability Waivers

Skate Park Revenues

Sanitation

DEC Annual Reports-Hazardous
Waste/Recycling

Section 8

FOIL requests handled by Section 8
office

Senior Center

Client Registration Cards
County Reports
Daily Sign-in Logs
Home Assessments
Meals on Wheels Information
Residential Repairs

Sewer District

Customer Correspondence
Health Department Letters
Scavenger Waste Application
Sewer Connection Application
Sewer Data & Maps

Supervisor

Limited correspondence information
available

Tax Receiver

Apportionments
Arrears
Corrections of Error
Pro Rata
Rate Sheet Information
Reports
Scavenger Payments
Small Claims Filings
Tax Records
Tax Rolls
Tax Warrants
Water Payments

Town Board

Limited correspondence information
available individually

Water District

Bids
Customer Correspondence
Main Extensions Construction
Meter Readings
Pumpage Data
Service Installation Work Orders
Water Quality Data

TOWN OF RIVERHEAD DEPARTMENTS & RECORDS

Town Clerk

Agendas – Town Board Meetings
Agreements, Contracts, Leases, Lease Agreements
Assessors/ Board of Assessment Review - Certioraris and Small Claims
Assessment Review Petition
Board of Assessment Review
Members - Office of Real Property Services
Certificates of Attendance, Appointments
Audits – Office of State Comptroller and Independent Outside Accounting Firms
Bids – Open Bid Reports, Proof of Publication, Letters of Credit, Conformed Contracts
Board of Elections – Special Elections, General Election Results
Bonds, Letters of Credit, Performance Bonds,
Budget – Preliminary, Tentative, Annual
Census Info
Civic Organizations
Claims
Committees, Boards – (ZBA, Planning Board, ARB, CAC, Landmarks Preservation, Accessory Apartment Review Board, IDA, Ethics)
Appointments, Minutes and Resolutions of any Meetings
Correspondence
Dogs/Animal Control – Dog License and Reports
Dredging/Drainage information
Financial Disclosure Statement Forms for Elected and Appointed Officials and Other Employees
Fire Districts – Election Reports, Budget and Financial Reports
FOIL Log and Requests
Handicapped Parking Permits with Confidential Patient Information

Highway and Roads – All records relating to Order of Laying Out, Altering or Discontinuing of Town Highways, Certificates of Abandonment, Highway/Sidewalk Defect Book
Speed Limit Reductions – Petitions, TE9 Applications, NYS Dept. of Transportation Investigation Report
Home Rule
Lawsuits
Local Laws – Proof of Publication, Department of State Notice of Filing,
Mobile Home Parks - Permits
Ordinances
Oaths of Office
Parking District
Petitions for establishment and creation of districts, special improvements (ie: water, sewer, etc)
Permits/License – Alcoholic License Renewal Applications, Chapter 90, Fireworks, Going Out of Business, Junk Dealers, Peddlers, Parade, Waste Disposal License, Shellfishing Permits, Yardsale Permits
Planning – Planning Board Determinations
Racing and Wagering – Bingo/Games of Chance Application, License; Weekly, Quarterly and Annual Financial/Operational Reports
Records Disposition Documentation
Reports – Weekly, Monthly, Yearly or Other Periodic Financial and Statistical Reports from Town Departments and any other outside agency
School Districts – Boundary Maps
Site Plans – Application with Supporting Materials Including Maps, Traffic Study Reports, GEIS, DEIS, FEIS
Special Permits – Application with Supporting Materials including Site Plan Maps, Proof of Publication,

Correspondence, Public Hearing Results and Decisions
Zoning Changes – Application with Supporting Materials including Site Plan Maps, Proof of Publication, Correspondence, Public Hearing Results and Decisions
Zoning Board Determinations
Zoning Change – Notice of Proposed Zoning Changes from Neighboring Towns
Zoning Maps
Hunting/Fishing License – NYS DEC
Birth/Acknowledgement of Paternity - Confidential
Death Certificates/Burial Permits – Confidential
Marriage Licenses and Marriage Log– Confidential
Minute and Resolution Books – Town Board Meetings, CDA Meetings, Water District, Sewer District