



INCORPORATED
VILLAGE OF GARDEN CITY
DEPARTMENT OF BUILDINGS
351 STEWART AVENUE
GARDEN CITY, NY 11530-4528



Original Property Folder Request

Requesting Resident: _____

Date: _____

Address requesting: _____

Contact phone No: _____

This letter acknowledges receipt of your request for your “original hard copy” property folder of records maintained by the Department of Buildings regarding the above mentioned property address. Please note that this is the only “original” hard copy that the Village maintains, and (for Village record-keeping purposes) is being completely replaced by an electronic “scanned” copy. While we have made every effort to make our newly scanned electronic copies as clear and “read-able” as the originals, we recognize there are some documents (amongst the thousands we have scanned) which may be more easily read in “hard copy original” form. As a courtesy, therefore, the Village is offering your original hard copy to you as the current homeowner. We anticipate a high volume of requests for these folders, so please allow my staff ample time to retrieve the folder which we will release in a timely matter. You will be notified by this Department that your request is ready for pickup. If you wish the “original file,” you must show proof of ownership of the property requested, when you come to pick up the file(s). Folder request will be held for 30 days after a call back is made. If residents do not pick up their folder(s), they will be discarded. This “folder request project” will end on **December 31, 2020**. After that date, only copies made from the scanned electronic copies will be available.

Thank you for your patience in serving you with this request.

Sincerely,

Giuseppe Giovanniello, Assoc. AIA, CEO

Superintendent of Building Department