

# The Incorporated Village of Bayville

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## INSTRUCTIONS for: REQUESTING HOUSE PLANS:

The Village has a procedure in place for ordering copies of plans, as follows:

1. Submit a FOIA (Freedom of Information Act) request. Available on our website
2. If plans are on file in the property folder, you will receive a call with the amount due. At that time you will be told the name of the outside blueprint company to whom to make the check out.
3. Submit check and FOIA request via Mail or place in Village Hall Drop Box\*.
4. Once the plans are produced and we have received them, you will receive a second call to arrange for either pick up at an appointed day and time (outside of Village Hall for pick up) or we can mail them

*\*Drop Box is mounted in the front of Village Hall.*