



## Entity Disclosure Form

**Village of Woodbury**  
455 Route 32  
Highland Mills, New York 10930  
(845) 928-7558

An "entity" for purposes of this mandated disclosure form is any corporation, LLC, partnership, trust, association, group, or any other similar formation, other than an individually identified natural person. Every entity applying for land use approvals, permitting, or permission, to undertake any Village regulated activity within the Village shall complete this entity disclosure form in accordance with Chapter 96 ("Building Construction") of the Village of Woodbury Code, unless specifically exempted thereby. Whenever an entity is owned, managed or otherwise controlled (by membership, partnership, stock, trust, etc.) by another entity or entities, the disclosure of all such entities and any sub-entities shall be included on this form until and to the extent that the individual natural persons involved are disclosed and identified by name and address.

A copy of all documents regarding the formation of such entities filed with the New York State Secretary of State, or in any other State of their formation, shall be attached to this form, as well as all records regarding membership interests in such entities, minutes of any meetings and records of transfer of any membership interests in the last 5 years. If an entity was formed by other a natural person, then the name and addresses as well as all other information sought herein must be supplied about such non-natural person entity or entities until and to the extent that the individual natural persons involved in the formation are disclosed and identified by names and addresses.

During the Village's review of any land use regulated activity, any changes to the information provided on this form shall be provided to the Building Department within thirty (30) days of the change.

If any entity, nondisclosed person, authorized person, or any agent or representative thereof provides no information, false information, or grossly inaccurate information, or otherwise makes any misrepresentation in any application, shall, in addition to the suspension of any pending application as set forth in § 96-6.1 (C)(1) of the Village Code, be subject to a civil penalty of up to 1% of the stated value of the applicant's project as reflected in its application or the fair market value of the applicant's proposed project (whichever is greater) for any violation of § 96-6.1. The Building Inspector/Code Enforcement Officer is hereby authorized to issue an appearance ticket or other process in Justice Court, and the Board of Trustees may authorize the filing of a complaint in any court for any allowable remedy.

1. Entity information	
Entity	Project Information
Entity names of Applicant(s) and Owner(s)	Project name
Present address (street, city, state ZIP code)	Location of Project (street, city, state ZIP code, SBL)
Contact information (name, telephone, email address)	Approval or Permit requested
State of Formation	

2. Persons with Interest in Entity					
<p>List all persons, officers, limited or general partners, directors, members, shareholders, managers, authorized persons, beneficial owners, any others with any interest in or with the above referenced entity. List all persons with a membership or voting interest or controlling position in the entity along with that parties' business or personal address and telephone number, e-mail address and other contact information. Any "authorized person" as used herein shall mean a person, whether or not a nondisclosed person who is authorized to act or otherwise acts, solely or in conjunction with others, on behalf of an entity or to direct, influence or otherwise control the entity in any manner. Use additional sheets if necessary.</p>					
Name	Address	City, State	ZIP	Telephone Number	Interest

3. Declarations	
Please answer the following:	
a. Does any party identified in Section 2 above currently hold a paid or unpaid position with or in the Village of Woodbury or Town of Woodbury (including employees, independent contractors, board members, committee members, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the spouse, dependent or relative of any party identified in Section 2 above currently hold a paid or unpaid position with or in the Village of Woodbury or Town of Woodbury (including employees, independent contractors, board members, committee members, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "Yes" to Questions "a" or "b", answer the following:

Individual	Agency	Title	Paid/Unpaid	Date of Hire

4. Notarized Statement

I, \_\_\_\_\_, being first duly sworn, according to law, deposes and says that I am \_\_\_\_\_ (Title), an active and qualified member of the \_\_\_\_\_, a business duly authorized by law to do business in the State of New York, and that the statements made in the forgoing affidavit are true, accurate, and complete. I further understand that land use applications may have a significant impact upon the health, safety and general welfare of the Village, its inhabitants and visitors, and the Board of Trustees is required to be certain that anyone with any interest or controlling position of an entity who applies for any land use approval or permission must have no conflict of interest as that term is defined in Village Law as well as the General Municipal Law and that the disclosure of any officers, directors, members, shareholders, managers, authorized persons, beneficial owners, any other controlling parties with the above entity, and all persons with a membership or voting interest in the entity is required to be made in any land use application or request for any approval from the Village to be certain no conflict of interest exists and without the disclosure a full review of any conflict cannot take place.

I understand that if I have not answered the questions truthfully, the land use may be denied.

Applicant signature

Date

\_\_\_\_\_

Sworn to before me this \_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

PLEASE NOTE: If more space is needed to complete any part of this form, please use additional sheets of paper and attach them to this form.