



INSTRUCTIONS FOR PUBLIC HEARING NOTIFICATIONS TO ADJACENT LANDOWNERS

***** Please read these instructions BEFORE making notifications *****

The following procedure is required so that adjacent landowners can be notified of the date, time and location of the public hearing for the proposed project. (NOTE: Do **NOT** send out the letter of notification until all the following procedures have been followed and a public hearing date has been set by the board.)

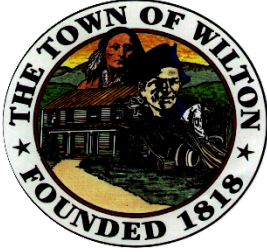
Hearing dates are scheduled by the Planning Board when a determination is made that all the required information has been submitted and/or the project application meets all the requirements for preliminary submission.

- Notification should be sent out **at least 10 days prior to the hearing date.**
- Obtain a list names and addresses of adjacent landowners from the Planning Department.
- Prepare a letter to the adjacent landowners which includes:
 - A brief description of your application.
 - The date, time, and location of the public hearing.
 - State that any questions can be addressed to the Planning Department at (518) 587-1939 ext. 211 or email: adileone@townofwilton.com
- Submit a copy of the letter to the Planning Department for review **PRIOR** to mailing.
- All notifications letters must be sent by **certified mail, return receipt requested.**
- The **original** receipts must be submitted to the Planning Department at the time notifications are sent.
- Return receipts must also be submitted to the Planning Department prior to the public hearing date.
 - Be sure to submit any unclaimed letters as well.

NOTE: Public hearings are designed to allow any interested party an available arena to put forth any comments and/or questions related to the project. Applicants and/or their representative(s) are expected to give a brief presentation for the benefit of the audience before the floor is opened for comment. Remember that, although the project may have been before the Board prior to the hearing date, residents may be learning about this project for the first time.

Please contact the Planning Department at (518) 587-1939 ext. 201 or email: adileone@townofwilton.com with any questions regarding the notification process.

Attached notification letter template for your reference and/or use.



TOWN OF WILTON
22 Traver Road
Wilton, New York 12831-9127

(518) 587-1939
FAX (518) 587-2837
www.townofwilton.com

Applicant: _____
Address: _____

Dear Landowner:

I have applied to the Wilton Planning Board for (Site Plan) (Subdivision) (Special Use Permit) approval for the property located at _____, Tax Map No. _____ in the Town of Wilton. I am requesting _____

_____.

The Wilton Planning Board will hold a Public Hearing regarding this application on Wednesday, _____ at _____ p.m. at the Wilton Town Hall located at 22 Traver Road, Wilton, New York.

If you have any questions or comments regarding this application, please contact the Wilton Planning Department at (518)587-1939 ext. 201 or via email to: adileone@townofwilton.com.

Sincerely,

Sign & Date