

TOWN OF WARWICK
NEIGHBOR NOTIFICATION SAMPLE LETTER
(to be sent standard, priority mail to neighbors within 300-ft)

RE: Project Name Site Plan
Project Location

Dear Resident,

Please be advised that the Town of Warwick Planning Board is reviewing an application for site plan approval for (provide brief project description and location).

The purpose of this letter is to inform you that this project has submitted an application to the Town of Warwick Planning Board. The public is allowed to attend all Planning Board workshops and meetings, as they are public meetings; however, the public is allowed to formally speak only at the announced public hearing.

We anticipate that a public hearing will be held for this project; you will receive notification via United States Postal Service (USPS) for that public hearing pursuant to New York State Town Law Section 274-a and 274-b and Town of Warwick Town Code §164-46.C(a).

This letter will be the only notice delivered to your home regardless of the project duration, except for the public hearing (as noted above) that will be held at a future date.

The Town of Warwick Planning Board schedule is located on the internet:

<http://www.townofwarwick.org/departments/planning.shtml>, then (in the yellow box on the right) click on Planning Board & ZBA Meeting Dates.

If you are unable to attend a Planning Board meeting, the Planning Board minutes are available on the internet: <http://www.townofwarwick.org>, click on Calendar, and then go to the desired date. If the meeting minutes are still under review, you will not be able to click on the link; please check back after the next Planning Board meeting for the approved meeting minutes. If the meeting minutes have been approved, you can click on the link to read the minutes.

If you have any comments about this application, please send them to the attention of Mr. Benjamin Astorino, Chairman of the Town Planning Board at Town Hall, 132 Kings Highway, Warwick, NY 10990 or Ms. Connie Sardo, Planning Board Secretary at (845) 986 – 1127, ext. 261 or planning@townofwarwick.org.

Very truly yours,

Name of Applicant
Title

Cc: Town of Warwick Planning Board