

TOWN OF WARWICK

SAMPLE LETTER FOR SERVICE CAPACITY

Name
Address
Address
Date

RE: Project Name Subdivision/Site Plan
Location
Town of Warwick

Dear _____;

Please be advised that the Town of Warwick Planning Board is reviewing an application for subdivision/site plan approval of number of lots, size of building etc. on Road Name

To date a State Environmental Quality Review Act (SEQR) determination has not been made, nor has a public hearing been held. We anticipate that a public hearing will be held in the near future.

I have enclosed the Environmental Assessment Form (EAF), a location map and the subdivision/site plan for your information. The Planning Board has been acting as the SEQR Lead Agency since the application was originally submitted on Date.

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 towplanning@yahoo.com.

If we don't hear from you within 30 days we will assume that you don't have any comments and that your capacity to service this development is adequate. Thank you for your consideration.

Very truly yours,

Name
Title

Cc: Town of Warwick Planning Board