



INSTRUCTIONS FOR SENDING NOTIFICATIONS TO PUBLIC SERVICE AGENCIES

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

All site plan and subdivision applications must be referred to the appropriate local public service agencies for review. The following procedure is put in place to avoid unnecessary delays in receiving comments from these agencies:

- ☐ Send a copy of the conceptual site plan/subdivision plan.
 - Include any other information that was provided to the Planning Board.
- ☐ Submissions must be sent by **certified mail, return receipt requested** and via email.

Each agency has **thirty (30) days** from the date of mailing to respond. Responses must be made to the Planning Department and the applicant. If no response is received within the 30-day period, the Planning Board will assume that the agency has no comments on the project.

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

The following is a list of the public service agency addresses:

- Wilton Emergency, Inc.
ATTN: Nashua Alexander, Chief of Operations
1 Harran Lane
Saratoga Springs, New York 12866
518-587-5590
n.alexander@wiltonems.org
- Town of Wilton Highway Department
ATTN: Town Highway Superintendent
c/o: Lori Olson
22 Traver Road
Wilton, New York 12831
518-587-1939 ext. 610
mmonroe@townofwilton.com
cc: lolson@townofwilton.com

*NOTE: Wilton is serviced by two (2) Fire Departments, submission materials are **only required** to be sent to the Department that will service the project.*

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| • Wilton Fire Department
ATTN: Todd Murry, Captain
270 Ballard Road
Wilton, New York 12831
518-584-1511
chief@wiltonfiredept.org | • Greenfield Fire District
ATTN: Scott Dussault
615 Maple Avenue
Saratoga Springs, New York 12866
518-893-0723
sdussault@greenfieldfd.org |
|---|--|

Attached are submittal cover letter templates for your reference and/or use.

Wilton Fire Department
ATTN: Todd Murry, Captain
270 Ballard Road
Wilton, New York 12831

Via email: chief@wiltonfiredept.org

Wilton Emergency, Inc.
ATTN: Nashua Alexander, Chief of Operations
1 Harran Lane
Saratoga Springs, New York 12866

Via email: n.alexander@wiltonems.org

Town of Wilton Highway Department
ATTN: Town Highway Superintendent
c/o: Lori Olson
22 Traver Road
Wilton, New York 12831

Via email: mmonroe@townofwilton.com
cc: lolson@townofwilton.com

RE:

Dear _____,

I have applied to the Wilton Planning Board for Site Plan/Subdivision approval for the property located at _____ in the Town of Wilton. This application involves _____. The application for Site Plan/Subdivision and the layout plans are attached for your review.

Please address any comments to the applicant and the Department of Planning and Engineering, Town of Wilton, Town Hall, 22 Traver Road, Wilton, NY 12831, to the attention of the Town Engineer, Ryan K. Ripper, P.E. by regular mail or via email to: rripper@townofwilton.com.

If you have any questions or comments regarding this application, please contact Amy DiLeone at the Wilton Planning Department at (518) 587-1939 ext. 201.

Sincerely,

Greenfield Fire District
Maple Avenue Fire Company #4
ATTN: Scott Dussault
615 Maple Avenue
Saratoga Springs, New York 12866

Via email: sdussault@greenfield.org

Wilton Emergency, Inc.
ATTN: Nashua Alexander, Chief of Operations
1 Harran Lane
Saratoga Springs, New York 12866

Via email: n.alexander@wiltonems.org

Town of Wilton Highway Department
ATTN: Town Highway Superintendent
c/o: Lori Olson
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If you have any questions or comments regarding this application, please contact Amy DiLeone at the Wilton Planning Department at (518) 587-1939 ext. 201.

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