

Town of Walworth Planning Board  
3600 Lorraine Drive  
Walworth, NY 14568  
pzclerk@townofwalworthny.gov

Date: \_\_\_\_\_

Dear Members of Walworth Planning Board:

I/we, \_\_\_\_\_, am requesting to be added to the agenda of the

\_\_\_\_\_ regularly scheduled meeting of the Walworth

(date)

Planning Board to present and discuss informally the following concept \_\_\_\_\_,

located at \_\_\_\_\_.

**The meeting begins at 6:30 pm in the Town of Walworth meeting room, 3600 Lorraine Drive.**

I/we understand the purpose of the meeting between the Board and the applicant is to inform the Board of my/our proposal prior to the preparation of a detailed site plan and for the Board to review the basic site plan concept, advise the applicant as to potential problems and concerns, and to generally determine the information to be required on the site plan as stated in 151-14 of the Town of Walworth Municipal Code.

Your consideration in this matter will be appreciated.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Print