

Town of Walworth Planning Board  
3600 Lorraine Drive  
Walworth, NY 14568

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

Dear Members of Walworth Planning Board:

I/we are requesting to be added to the agenda of the \_\_\_\_\_ work session of the Walworth Planning Board to present and discuss informally the following project: \_\_\_\_\_, located at \_\_\_\_\_.

The work session begins at 7:30 in the Town of Walworth meeting room, 3600 Lorraine Drive.

I/we understand the purpose of the work session is an informal meeting between the Board and the applicant to reach general agreement as to form of the proposed project prior to engaging professional engineering services, except for the services, which may be required in 151-5B(2) of the Town of Walworth Municipal Code.

Your consideration in this matter will be appreciated.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone