

**MEMO TO:            PLANNING BOARD APPLICANTS**  
**RE:                    EMERGENCY SERVICE AGENCY NOTIFICATION**  
**DATE:                JUNE 22, 2007**

All site plan and subdivision applications must be referred to the local emergency service agencies for review. You must make a submission of the concept plan to the appropriate fire department (Wilton is served by two) and the local rescue squad. To avoid unnecessary delays in receiving comments from these agencies, we have instituted some procedures for this notification.

Please send the agency a copy of the conceptual site/subdivision plan along with any other information that has been submitted to the planning board. This mailing must be done by certified mail, return receipt requested. (Receipts must be submitted to my office for our files.) The emergency agencies will then have 30 days from the date of mailing to respond and this response must be made to the planning board office. If you receive the comments, please contact my office to see if I have received a copy. Copies of any responses received by my department will be forwarded to you. If no response is received within the 30-day period, the board will assume that the agency has no comments on the project. The following are the emergency agency addresses and contact names:

President  
Wilton Emergency Inc.  
1 Harran Lane  
Saratoga Springs, N. Y. 12866

Greenfield Fire District  
Maple Avenue Fire Department  
John Lant, Asst. Fire Chief  
613 Maple Avenue  
Saratoga Springs, N.Y. 12866

Scott Brackett  
Wilton Volunteer Fire Department  
270 Ballard Road  
Gansevoort, N. Y 12831

Greenfield Fire District  
Maple Avenue Fire Department  
Gary Bullard, Captain  
613 Maple Avenue  
Saratoga Springs, N.Y. 12866

If you have any questions about this notification or are unsure of the appropriate fire department for your project's review, please contact me at 587-1939 ext 503. It is my hope that these procedures will alleviate problems we have had with these agency referrals.

Cathy Hall  
Planning/Zoning Coordinator