

INSTRUCTIONS FOR ENVELOPES:

Envelopes to listed property owners:

At time of application submission, the Planning and Zoning Department will provide one (1) #10 TOWN OF WILTON envelope for each listed property owner. Alternatively, you may use your own envelopes with a return address of:

Planning and Zoning Dept., Wilton Town Hall, 238 Danbury Road, Wilton, CT 06897.

Approximately two weeks prior to your scheduled hearing, we will email you a copy of the legal notice, and you will need to include a photocopy of the legal notice in each envelope. Please either highlight or circle your application number on the notice so that neighbors can easily identify the relevant application.

Completed envelopes MUST be mailed by the applicant via “Certificate of Mailing” at least 10 days prior to the public hearing (the 10 days do not include the day of mailing or the day of the public hearing). Use either **USPS Form 3665** or **USPS Form 3817**, although be advised that some PO locations are no longer accepting USPS Form 3817. The U.S. Postal Service can assist you with this process.

The Certificate of Mailing verifications must be returned to the Planning and Zoning Department prior to the hearing.