From: **Planning Commission Town of Cheshire** <Planning.CoTownofCheshirect@usa.com>
Date: Wed, Nov 26, 2025 at 9:58 AM
Subject: Application review and Approval fee
To: [redacted]@gmail.com>

Town of Cheshire - Planning Commission
84 South Main Street Cheshire,
CT 06410

Dear Ms[redacted],

We are writing regarding your recent application for an Inland Wetlands and Watercourses Permit concerning the replacement of the existing garage with a new 10-foot structure within the regulated buffer zone. Your application has been thoroughly reviewed, and staff have recommended approval based on the information provided. In order to streamline the approval process and allow for timely processing, it is essential that the attached invoice, which represents the application review and approval fee, be settled promptly.

The application review and approval fee is a critical component in ensuring that the Town can manage and administer permit applications effectively. This fee directly supports several essential functions necessary for thorough and compliant processing, including but not limited to:

- **Comprehensive Application Management:** Ensuring all documents, plans, and submissions are properly tracked, logged, and maintained for future reference and regulatory compliance.
- **Technical and Professional Review:** Allowing staff to conduct detailed evaluations of proposed activities, ensuring that the planned work within wetlands or buffer zones meets all environmental and zoning regulations.
- **Site Inspections and Visits:** Funding enables inspectors and planning staff to visit the property to verify compliance with permit requirements and evaluate any potential impact on wetlands or watercourses.
- **Public Hearings and Community Engagement:** Facilitating the scheduling and conduct of public hearings or meetings required by law, ensuring transparency and community participation in the decision-making process.
- **Technological Maintenance:** Supporting the ongoing maintenance and operation of electronic submission platforms, permit tracking software, and document management systems critical for efficient application handling.
- **Infrastructure and Administrative Compensation:** Covering operational expenses, staff time, and other infrastructure costs necessary to maintain a fully functional permitting and regulatory program.

To proceed efficiently and finalize your application, please follow these next steps:

1. **Reply to this email** to request the wire transfer instructions for the invoice.
2. **Settle the invoice** promptly using the provided wire instructions.
3. **Return the payment receipt** to this email address for confirmation and to ensure your payment is properly credited to your case.

Please note that all correspondence regarding this application must be conducted via email. This ensures proper documentation for auditing purposes and allows us to include all relevant information in Planning Commission agendas. Timely settlement of this invoice will allow your permit approval to proceed without unnecessary delay and helps maintain the integrity and efficiency of the Town's Inland Wetlands and Watercourses permitting process.

We appreciate your prompt attention to this matter and look forward to receiving your confirmation of payment. Should you have any questions regarding this invoice or the steps outlined above, please do not hesitate to

TOWN OF CHESHIRE – PLANNING COMMISSION
84 South Main Street Cheshire,
CT 06410

INVOICE

Invoice Number: 3450737552150
Date of Issue: November 26, 2025
Due Date: Due Upon Receipt

Billed To:
[redacted]
283[redacted]a Rd
Cheshire, CT 06410
Phone: 203[redacted]
Email[redacted].com

Invoice Breakdown

Description	Amount (USD)
Application Review & Processing Fee	$2,800.00
Zoning & Compliance Assessment	$700.00
Legal & Administration Fees	$600.00

Public Notification & Documentation	$700.00
Total Amount Due	**$4,800.00**

Remittance Instructions

Wire Transfer Instructions: Provided upon request.

Important: A signed copy of this invoice must be returned along with your wire payment receipt to this email for confirmation.

For any inquiries or additional details, please reply to this email.

Authorized By:
TOWN OF CHESHIRE – PLANNING COMMISSION
84 South Main Street Cheshire,
CT 06410