

ATTENTION LOCAL BUSINESS OWNERS- THE EMAIL BELOW HAS BEEN CIRCULATED TO A LOCAL BUSINESS HERE IN TOWN IN AN EFFORT TO SCAM THEM OUT OF MONEY. PLEASE BE AWARE THIS IS A SCAM!! DO NOT CLICK ON ANY LINKS IN THIS EMAIL OR RESPOND TO IT WITH PAYMENT OF FUNDS!! WHEN IN DOUBT CONTACT OUR BUILDING & PLANNING OFFICE DIRECTLY!

THANK YOU- THE TOWN OF NEWSTEAD STAFF

Town of Newstead Planning Board <planning-dept.akron.ny@usa.com>

Subject: Action Required: Settlement of Application Approval Fee

I am writing regarding the pending Site Plan Revision for the proposed Office Addition at "business name and address". Staff have reviewed the application and have recommended approval of the application. Accordingly, the remaining administrative and financial requirements must now be completed so that the approval process can be formally finalized and the appropriate clearance issued.

Please note that the attached application approval fee invoice has been issued by the DEPARTMENT OF FINANCE and is an official fee associated with completing and closing out the application process. The invoice is authorized by Tom Cowan, Chairman of the Planning Board, Town of Newstead.

The settlement of this invoice is important not only as a financial requirement but also because it allows the Town to complete the necessary administrative work associated with processing, documenting, tracking, and closing the application.

Why settlement of this fee is important:

- Finalization of the approval process: Staff have recommended approval, and settlement of the applicable fee is required to complete the remaining administrative steps associated with the application.
- Application management: The fee helps offset the administrative resources required to manage, review, document, track, and finalize applications.
- Administrative efficiency: Timely payment enables the relevant departments to complete their respective responsibilities without unnecessary delays or repeated follow-up.
- Financial accountability: Settlement through the Department of Finance ensures that the application-related financial transaction is properly recorded and auditable.
- Clearance and close-out: Confirmation of payment allows the Department of Finance to provide the necessary clearance so the application can proceed toward formal completion.

Required Next Steps

To avoid any delay in finalizing this application, please complete the following steps immediately:

1. Settle the issued invoice by requesting the official wire instructions.

For security and proper financial control, please request the official payment-transfer instructions directly by email before initiating any payment. . The applicable payment instructions must be obtained and verified through this designated email before any payment is initiated.

2. Return the payment receipt by email for confirmation.

Once the payment has been initiated, please forward a copy of the wire transfer receipt or

official payment confirmation to the designated email address. This documentation will allow the payment to be properly identified, reconciled, and recorded against the application invoice.

3. Await confirmation and clearance from the Department of Finance.
Following receipt and verification of the payment documentation, the Department of Finance will confirm settlement and issue the appropriate financial clearance. This confirmation is an important part of the final administrative close-out of the application.

For purposes of transparency, recordkeeping, and ease of auditing, all correspondence concerning the invoice, wire instructions, payment confirmation, receipt, and financial clearance must be communicated via email. Please ensure that all relevant parties retain copies of the correspondence and payment documentation for their records.

Given that staff have already recommended approval of the application, we strongly encourage "business name" to treat settlement of the outstanding application approval fee as an urgent and immediate requirement. Any unnecessary delay in obtaining the official wire instructions, submitting the payment, or returning the payment receipt may delay the Department of Finance's ability to verify the transaction and issue the required clearance, which could in turn delay finalization of the application.

Please therefore request the official wire instructions immediately and proceed with settlement of the attached invoice without delay. Once payment has been made, promptly return the wire receipt by email so that the Finance Department can begin its confirmation and clearance process.

We appreciate your prompt attention and cooperation in completing this final administrative requirement. We look forward to receiving your email requesting the official wire instructions and, subsequently, the payment confirmation for verification.

Warm Regards,

Tom Cowan
Chairman,

Town of Newstead Planning Board
5 Clarence Center Road,
Akron, NY 14001