_____ ____, 20____,

Town Board of the Town of _____,

I herewith transmit to you a map of the current town road system of the Town of _____, dated _____ ____, 20____, and attest that any road not shown on this map, other than those roads that are 1) part of the state or county highway system, 2) have been approved by the planning board as private roads in subdivision plats, or 3) have been qualified abandoned, have been abandoned through nonuse.

I respectfully request that the Town Board adopt this map as the Official Map of the Town of _____ pursuant to New York State Town Law Section 270.

Although not required by law, the town board may desire to hold public information meetings or public hearings on this map to verify its accuracy. A sample resolution for the adoption of this map has been enclosed for your consideration.

Thank you for your attention to this matter.

Sincerely,

(Highway Superintendent Name)
Town of _____ Superintendent of Highways