

**SUPERVISOR**

Edward R. Wehrheim

**TOWN COUNCIL**

Thomas J. McCarthy

Lynne C. Nowick

Lisa M. Inzerillo

Thomas W. Lohmann



**OFFICE OF THE SUPERVISOR**

Edward R. Wehrheim

631-360-7600

TOWN OF SMITHTOWN

99 W. Main St.

Smithtown, NY 11787

## COVID-19 Limited Public Access for Town Office Buildings

**The Town Clerk's office** Public access has been restricted for the next two weeks. The Town Clerk's office will continue providing marriage licenses to Smithtown residents as well as the filing of death certificates by licensed funeral directors. These services will be provided BY APPOINTMENT ONLY. Please call at 631-360-7620 for an appointment. Resident parking or Night Time Fishing permits: Email Car Registration to [townclerk@smithtownny.gov](mailto:townclerk@smithtownny.gov) or fax to 631-360-7692

**The Smithtown Animal Shelter remains open for SERIOUS ADOPTIONS.** Our Animal Control officers remain on duty for domestic and wildlife animal rescue. If you are interested in adopting a pet from our animal shelter, please fill out the online application first and then call for an appointment. For questions, please call (631) 360-7575. To view animals in need of loving homes please visit the [Town of Smithtown Animal Shelter's Website](#).

**Drop Off | Pick Up Service:**

*The following Departments are fully functioning, however have set up drop off/pickup areas in the lobby to limit the potential risk of exposure.*

**The Planning Department:** A drop box has been placed inside the vestibule where residents can safely submit plans and applications. If you require the services of the Planning Department, please call ahead or email your questions. Email: [planning@SmithtownNY.gov](mailto:planning@SmithtownNY.gov) Phone: 631-360-7540 Fax: 631-360-7546.

**The Building Department:** A drop box for applications has been placed inside the building lobby. **Please include a contact phone number and email before drop off** so a department representative can properly process the application.

For Pick Ups: Please call the Building Department upon arrival (in the parking lot) for pickup or the collection of documents (Plans, Certificate of Occupancy/Compliance, letter of history etc.)

For any questions or services, please call the Building Department first (631) 360-7520 Fax: (631) 360-7639 [buildingmail@smithtownny.gov](mailto:buildingmail@smithtownny.gov)

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**Department of Environment & Waterways/Engineering:** A drop box has been placed inside the lobby to restrict public access to these departments. For questions or information regarding the Engineering department please call (631) 360-7550 or email [engineeringmail@smithtownny.gov](mailto:engineeringmail@smithtownny.gov)

Residents who require services or forms from the Department of Environment and Waterways can email requests to [DEW@Smithtownny.gov](mailto:DEW@Smithtownny.gov) or call (631) 360-7514. [SEQRA forms](#) are available on the Town Website under the Planning Department

**Smithtown Recreation:** A drop off / pickup box is located in the vestibule of the building. Registration of programs on Activenet has been suspended until March 30th, 2020. All current programs are suspended until further notice. For field applications please call (631) 360-7644. [New Seasonal or Employee applications](#) should be filed online through the Town website and (click on Personnel then seasonal job opportunities.) For immediate assistance please call (631) 360-7644

**Water Authority:** Public access has been restricted for the next two weeks. Residents wishing to make payments can do so via the night drop slot. For all other services or requirements, please call ahead or email your questions to the appropriate water district: Smithtown Water District: Phone:(631) 269-9202 Email: [smithtownwater@smithtownny.gov](mailto:smithtownwater@smithtownny.gov)  
St James Water District: Phone: (631) 584-6202 Email: [stjameswater@smithtownny.gov](mailto:stjameswater@smithtownny.gov)

**Assessor & Comptroller Offices:** Access and visitation to the building has been restricted due to the current National Health situation. Anyone with existing appointments or pending business should contact the respective departments as protocols are in place to function with limited public contact.

**Assessor's Office:** Research requests should be made in writing, and may be submitted via fax (631) 360-1704, or e-mail at : [assessor@tosgov.com](mailto:assessor@tosgov.com). Deliveries should be made at the rear entrance. Please ring the bell and wait for a response. All Information, questions and forms can be addressed by phone (631) 360-7560, or by referring to the [Town website](#), or [tax.ny.gov](http://tax.ny.gov).

**Comptroller's Office:** We have arranged for a drop box at the front door for waste billing customers who need to drop off checks securely. Receipts will be mailed out. The comptroller's office will be mailing out checks to vendors who normally arrange for check pickups through courier or phone call. For all other inquiries please contact the Comptrollers at (631) 360-7530.

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**Purchasing Department:** Access to 65 Maple Avenue is currently restricted, however deliveries to the building will continue to be accepted by Public Safety personnel during regular business hours. We are encouraging vendors to refrain from coming to pick up RFP documents from the office in person and call (631) 360-7631 or e-mail [purchasing@smithtownny.gov](mailto:purchasing@smithtownny.gov) to request a copy. Until further notice, all Requests For Proposal Documents can also be downloaded directly from the New York State Contract Reporter [www.nyscr.ny.gov](http://www.nyscr.ny.gov). Vendors are encouraged to return RFP responses to 65 Maple Avenue by U.S. mail or commercial carrier.

**Traffic:** Residents requesting a survey such as, the addition of a Stop Sign, or No Parking sign, etc should write a brief letter describing the request or complaint and emailing it to [traffic@smithtownny.gov](mailto:traffic@smithtownny.gov). Any reports of street lights that are out, signs down, traffic signals out etc can be reported by calling (631) 360-7635.