

BOARD OF ASSESSORS

ADDRESS VERIFIED _____
INITIALS _____
AOA ON FILE _____

BOARD OF APPEALS

ABUTTERS LIST GUIDELINES

The following are guidelines on the procedures to be followed for submitting abutters list to be certified by the Board of Assessors.

SUBJECT PROPERTY LOCATION: _____

HAS THE SUBJECT PROPERTY BEEN SUBDIVIDED, REVISED, OR A PLAN BEEN RECORDED IN THE LAST 12 MONTHS? YES NO DATE: _____

Reason for the Abutters letter: PLEASE SPECIFY THE PROJECT:

- Check with the Board of Appeals to follow their guidelines
- Provide a contact person and phone number. This person will be contacted when the Certified list is ready
- The cost is \$30.00 per address/location

PLEASE NOTE: The Assessors' Office has up to ten (10) days to process an abutters letter. Requests that are submitted the week of the deadline are not guaranteed to make the Board of Appeals deadline so please plan accordingly.

CONTACT PERSON: _____

PHONE NUMBER: _____

SUBMITTAL DEADLINE FOR BOARD OF APPEALS: _____

OFFICE USE ONLY	
PAYMENT RECEIVED: _____	INITIALS: _____
DATE NOTIFIED LETTER COMPLETE: _____	
PICKED UP BY: _____	DATE: _____