

Lowell Board of Assessors

ADDRESS VERIFIED _____
INITIALS _____
AOA ON FILE _____

PLANNING BOARD

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

SUBJECT PROPERTY: _____
Must provide the "legal" property address

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

Reason for the Abutters letter: PLEASE SPECIFY THE PROJECT:

- Check with the Planning Department to follow their guidelines
- Provide a contact person and phone number. This person will be contacted when the letter 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 deadline so please plan accordingly.

CONTACT PERSON: _____
PHONE NUMBER: _____
SUBMITTAL DEADLINE FOR PLANNING BOARD: _____

OFFICE USE ONLY	
PAYMENT REC'D _____	INITIALS _____
DATE NOTIFIED COMPLETE _____	

Payment Stamp