

Lowell Board of Assessors

ADDRESS VERIFIED _____
INITIALS _____
AOA ON FILE _____

CONSERVATION COMMISSION

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: _____
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 Conservation Commission 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 CONSERVATION: _____

OFFICE USE ONLY

PAYMENT REC'D _____ INITIALS _____

DATE NOTIFIED COMPLETE _____

Payment Stamp