

## **Instructions for Preparing List of Abutters**

1. Consult Assessors' Plans at the Engineering Department for the site and all abutters within 100 feet of the property line, including those across a road, waterbody or town line if they are within 100 feet of the property line.

2. Prepare a complete list of the abutters identified above, including Assessors' Plan and Plot number, address and the name of the owner \*.

3. Prepare a set of stamped envelopes [no return address] addressed to each abutter and submit **with the rest of your application materials**.

4. \*\* Prepare the form: Notification to Abutters under the Massachusetts Wetlands Protection Act (attached) if you are filing the **Notice of Intent** Application or the **Abbreviated Notice of Resource Area Delineation Application** and mail one to each property owner identified on the abutters' list. Mail by either Certificate of Mailing or Certified Mail/Return Receipt Requested.

\* If a condominium complex is within 100 feet of your property line and each unit of the condominium complex is separately assessed, each unit owner as well as the owners' association shall be given notice. If each unit is not separately assessed, only the owners' association needs to be given notice.

\*\* If filing the Request for Determination of Applicability Application, this step is not necessary.