



# TOWN OF TEWKSBURY ASSESSOR'S OFFICE

11 TOWN HALL AVENUE  
TEWKSBURY, MA 01876  
Phone (978) 640-4330  
Fax (978) 851-4849

<i>For office use only</i>	
Payment Received:	
Date:	_____
Fee:	<u>  \$20.00  </u>
<input type="checkbox"/> Cash	
<input type="checkbox"/> Check #	_____

## REQUEST FOR CERTIFIED LIST OF ABUTTERS

FROM: \_\_\_\_\_ DAYTIME PHONE NUMBER: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

I am requesting a certified list of abutters for the property located at:

MAP: \_\_\_\_\_ LOT: \_\_\_\_\_ UNIT: \_\_\_\_\_

*Below are the typical abutters list requirements for each board. Please select the appropriate board and requirement. If you need a list that does not match these requirements, please select "Other" below and specify what is to be included in your list.*

- Zoning Board of Appeals** - List to include 1) all abutters, 2) abutters to abutters, and 3) all abutters within 300 feet of the property line.
- Conservation Commission**– List to include all abutters within 100 feet of the property line.
- Planning Board** – List to include 1) all abutters, 2) abutters to abutters, and 3) all abutters within 300 feet of the property line.
- Board of Health** – List to include all abutters within 300 feet of the property line.
- Select Board** – List to include direct abutters including abutters across the street.

**Other:** \_\_\_\_\_ (Specify board & requirements)

ABUTTERS:    Direct    Within 100 feet    Within 300 feet    Provided List

INCLUDE:    Abutters to Abutters    Other: \_\_\_\_\_

Applicants should allow a minimum of five (5) business days to process the request.

Please fill out this form in its entirety and submit it to the Assessor's Office. *Each parcel involved in a project requires its own abutters list.* There is a **\$20.00** fee for each list. The certified list and an excel spreadsheet you can use to create mailing labels will be emailed to you once complete, be sure to provide a valid email address. **Fees must be paid when request is made.** Check is payable to **TOWN OF TEWKSBURY**. Assessor's Maps are available at <https://www.tewksbury-ma.gov/assessors-office/pages/tax-maps>.

EMAIL ADDRESS: \_\_\_\_\_

*Emails may go to spam, please check your spam and/or junk folder.*