



## ABUTTERS LIST FOR PLANNING BOARD

The following information must be supplied for each parcel when submitting a request to the Lowell Board of Assessors for a Certified List of Abutters.

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?

NO YES IF YES, DATE RECORDED: \_\_\_\_\_

Reason for Abutters Letter \_\_\_\_\_

PER M.G.L. CH. 40A, S.11 the abutters list includes:

1. Abutters in direct contact with the premises,
2. Abutters of the abutters in direct contact with the premises and
3. Abutters across from the premises

PERSON REQUESTING LIST: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Please provide the name of a contact person who will be notified that your abutters list is ready to be picked up:

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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

➤ FEE: \$30

**PLEASE NOTE: The Assessor's 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 plan accordingly. *Certified Abutters List expire 30 days after issuance.*

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### OFFICE USE ONLY

Parcel ID \_\_\_\_\_ Initials \_\_\_\_\_

Payment received on \_\_\_\_\_ By \_\_\_\_\_ Cash OR Check # \_\_\_\_\_

Date Notified Complete \_\_\_\_\_