

## SUBDIVISION ABUTTER NOTIFICATION

From the Town Clerk's office, get a photocopy of the area plat map showing all lots within five hundred (500') feet of your property. This is the area map that you will submit in your package of application materials.

From the Tax Assessor's office, get the names and mailing addresses of owner's of every parcel or portion of a parcel of land within five hundred (500') feet of the boundaries of your lot. The clerk in this office will help you to determine those lot owners who must be notified.

A notice of the date and time, nature and purpose of your petition will be sent to you at least three weeks prior to your public hearing date. Mail a copy of this notice of hearing to all abutters described above via certified mail and return receipt requested at least 14 days prior to your hearing. The return cards (addressed to the applicant or the attorney representing the applicant) are to be brought to the hearing and given to the clerk.

**The receipts and return cards must be received prior to the scheduled Zoning Board meeting, and will be placed in your file as evidence that you have contacted all abutters.**