Abutters List Request Form

A Certified Abutters List is required whenever public hearings require individual notice to interested parties. This list will contain a listing of the parcel locations/addresses of all abutters within the specified distance submitted by the applicant, as well as the owner names and mailing addresses, if different.

PLEASE NOTE: The Assessors Office has 10 business days to provide the certified abutters list to the applicant.

Instructions to Applicant:
1) Complete this request form and submit it to the Assessors Office (email or hard copy).
2) Create an area map https://www.axisgis.com/MedfordMA/
3) Have the map stamped by the Medford Engineering Dept.
4) Attach the stamped map to this application

Property Address/Location: ______________________________
Parcel ID: _____ ______ ________
Applicant: ____________________________________________
Contact person: ________________________________________
Email: ________________________________
Phone: ______________________________

I am submitting an application to the:

☐ Zoning Board of Appeals: Abutters within: ☐ 300 feet ☐ 400 feet

☐ Planning Board: Abutters within: ☐ 300 feet ☐ 400 feet

☐ Conservation: Abutters within: ☐ 200 feet ☐ 300 feet ☐ 400 feet

☐ Other________________________ ☐ Abutters within: _____feet OR ☐ DIRECT ABUTTERS

Please provide us with ___ sets of mailing labels

Signature of Applicant: ________________________________

Application date: ________________________________