



Medford

Assessor's Office, Room 109
Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
assessors@medford-ma.gov
PH: 781-393-2435

Certified 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 Assessor's Office has 10 business days to provide the certified abutters list to the applicant. The requestor/applicant must create the area map (link to instructions in #2 below). The Assessor's Office cannot create the map.

Instructions to Applicant:

- 1) Complete this request form and submit it to the Assessor's Office (email or hard copy).
- 2) Create an area map <https://www.axisgis.com/MedfordMA/>
- 3) Bring the area map to the Medford Engineering Dept. to be stamped.
- 4) Bring the map, along with the Assessor's certified abutters list, to your public hearing.

Property Address/Location: _____

MBLU: _____

Applicant: _____ Owner: _____

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 ABUTERS

Please provide us with ___ sets of mailing labels

Signature of Applicant: _____

Application date: _____