



**TOWN OF TEWKSBURY  
ASSESSOR'S OFFICE**

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

*For office use only*

Payment Received:

Date: \_\_\_\_\_

Fee:     \$20.00    

Cash

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.
- Board of Selectmen** - 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.***