

Mailing Address
Assessing Department
1000 Commonwealth Ave.
Newton, MA 02459

**Assessment Administration
City of Newton, MA**

Phone Numbers
Main Office: 617-796-1160
Facsimile: 617-796-1179

**REQUEST FOR ABUTTERS LIST
AND MAILING LABELS**

Purpose: (check one)

- Conservation Commission Filing
- Filing for Victualler's/Restaurant or Liquor License
- Other: _____
(Ordinances, laws, or regulations that require a citizen/organization to send a notice by mail to "parties of interest.")

Name of organization: _____

Person filing request: _____ **Title:** _____

Address: _____

Telephone no. during day: _____ (to notify for pick-up)

Subject property: _____

Abutters list requires owner names and addresses of: (check all that apply)

- Abutters to subject property and abutters to abutters
- Abutters within user-specified distance from property line: within ____ feet
- Restaurant/Liquor License: (1) all abutters; (2) all public or private elementary, middle, or secondary schools, churches, synagogues, religious institutions of worship, or hospitals within 500 feet from the proposed licensed premises.
- Abutters along one or more streets (list below):

Please verify spelling of street on City map on wall near front door of Assessors office.

Mailing labels for abutters (as above): (Charge: \$.50 per label sheet)

- 1 set
- 2 sets

Fees: Staff preparation time if request takes 2 hours or more to complete.

Staff Fee: \$ 23.75 /hour (or portion thereof)

Mailing labels: \$.50 per label sheet
Total: *Calculated upon completion*

Please allow ten (10) business days for completion of this request.

Signature: _____ **Date:** _____