

Notification of Abutters -- Requirements and Options

rev. 2/24/2023

Abutter Notification Requirements -- Wetland Protection Regulations

“Concurrent with the filing of the Notice of Intent, the applicant also shall provide notification to all abutters and any property owner within 100 feet of the property line of the land where the activity is proposed, including if separated from that land by a public or private street or a body of water and not unreasonably distant from the project site.

The applicant shall provide notification at the mailing addresses shown on the most recent applicable tax list from the municipal assessor. Notification shall be at the applicant’s expense. The notification shall state where copies of the Notice of Intent may be examined or obtained and where information on the date, time, and location of the public hearing may be obtained.

To ensure compatibility with local procedures, applicants must comply with any rules of the local conservation commission pertaining to the location for examining or obtaining the Notice of Intent and information about the hearing.

The applicant shall notify abutters in writing by hand delivery or certified mail, return receipt requested, or by certificates of mailing. Mailing at least seven days prior to the public hearing shall constitute timely notice.

The applicant shall present either the certified mail receipts or certificate of mailing receipts for all abutters at the beginning of the public hearing. The presentation of the receipts for all abutters identified on the tax list shall constitute compliance with abutter notification requirements. The conservation commission shall determine whether the applicant has complied with abutter notification requirements. The Department will dismiss Requests for Action based on allegations of failure to comply with abutter notification requirements, absent a clear showing by an abutter seeking Department action that the applicant failed to notify the abutter.”

Abutter Notification Mailing Options

1) Certified Mail™ service

Find out when your item was delivered or when delivery was attempted. Requires the signature of the recipient.

2) Return Receipt

Get proof an item was delivered with a postcard or email showing the recipient’s signature.

3) Certificate of Mailing

Have evidence that you sent the item when you say you did. This official record shows the date your mail was accepted. Certificates of mailing furnish evidence of mailing only.

4) Abutter Notification Hand Delivery

Get signature of each recipient.