LAND SUBDIVISION - FORM E

Certified List of Abutters & Owners within 300'

PLANNING BOARD – Town of Medway, MA

_____, 20_____

TO: The Planning Board of the Town of Medway, Massachusetts

The undersigned, being an applicant for approval of a preliminary/definitive *(please circle the stage of plan you are submitting)* plan of a proposed subdivision entitled:

_____
and dated _____, hereby submits the following abutter information:

_____ 1.   The attached sketch of the land *(Assessor's Map)* in and around the proposed subdivision listing the names of all adjoining/abutting owners and all other owners of land within three hundred feet (300') of the land shown on the plan, in their relative positions, including and across adjoining ways.

_____ 2.   The attached names and addresses of all parties adjoining/abutting and owning land within three hundred feet (300') of the proposed subdivision. *(See reverse side of this Form for instructions on preparing a Certified Abutters List.)* The name and address information has been certified as accurate and dated by the Town of Medway Assessor's Office and by the Assessor of any adjacent town(s) in which land within three hundred feet (300') of the boundaries of the proposed subdivision is located.

In submitting this information I hereby certify that to the best of my ability and knowledge, the list of names and addresses is complete and includes all adjoining/ abutting owners of property and all owners within three hundred feet (300') of the boundaries of the proposed subdivision.

_____   _____
        Applicant's Name (PRINT)   Applicant's Signature

_____   _____
Preparer's Name (if different than applicant)   Preparer's Signature

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Date Form E Received by the Planning Board:_____

Information provided:

_____   *Sketch of land with names of all adjoining/abutting owners and all other owners within 300'*

_____   *List of names and addresses of adjoining/abutting owners and all other owners of land within 300' certified as correct by the Medway Assessor's office.*

_____   *List of names and addresses of adjoining/abutting owners of land and all other owners within 300' in any adjacent community certified as correct by the respective municipal Assessor's office.*

Revised – March 29, 2005

An applicant for preliminary or definitive subdivision plan approval shall submit a Certified Abutters List to the Planning Board with the application. A Certified Abutters List identifies the subject parcel(s) and specifies the Assessor's Map and Parcel Numbers, property owner names, location addresses, and property owner mailing addresses, as they appear on the most recent applicable tax list, of the following:

A. Direct abutters to the subject parcel(s) including:

   1. Owners of land directly adjacent/contiguous to the property lines of the subject parcel *(boundary lines of the proposed development)*; and

   2. Owners of land directly opposite the subject parcel on any public or private street or way.

B. Abutters to abutters *(and beyond)* within three hundred feet (300') beyond the property line of the subject parcel *(boundary lines of the proposed development)*.

The Planning Board uses the Certified Abutters List to prepare the mailing to the abutters of the notice of the public briefing or hearing at which the Planning Board will discuss the subdivision application and plan.

The applicant prepares an Abutters List using information available at the Medway Assessor's Office and provides it to the Assessor's Office for certification. It is the Applicant's responsibility to compile a complete list that includes all properties within the required areas noted above.

Certification by the Medway Assessor's Office pertains only to the accuracy of the information on the list you compile and submit to them for review. The Assessor's Office will correct and update map/parcel numbers, property owner names and addresses prior to their certification. The Assessor's certification does NOT verify that your list is complete or that all properties within the required area are included. The Assessor's Office does not measure the map to check that you have listed all required parcels. THAT IS YOUR JOB!

NOTE – If any of the properties within three-hundred feet (300') of the parcel are located in an adjacent community, a separate Abutters List for the affected properties in that community, certified by the Board of Assessors of that Town, shall also be submitted to the Planning Board.