CONSERVATION COMMISSION GUIDELINES FOR ABUTTERS LIST

The Essex Conservation Commission requires notification to abutters who:

-directly abut the property; AND
-are within 100 feet; INCLUDING
-those abutters separated from the property by a public or private road or body of water.

For properties larger than 50 acres, notify abutters within 100 feet of the project site.

The Essex Conservation Commission does not require that the abutters list be certified by the Assessor's Office. The Assessor's Office will provide assistance but it is the responsibility of the applicant to prepare the abutters list. You can access the Assessor's records on line at by accessing the link at www.essexma.org and click on "Assessors' Maps/GIS Online".

HOW TO SEND NOTIFICATION:

-hand delivery; OR
-certificate of mailing; OR
-certified mail/return receipt requested

A list of the abutters (you may use the form below) with mailing addresses from the Assessors tax records and proof of mailing or a statement that the notification was hand delivered should be provided to the Commission's Administrative Clerk for their file.

For your convenience, the Commission provides an "Abutter Notification Form" on its webpage at www.essexma.org or you may create your own provided all the information required is included.

This information is provided as a courtesy to assist applicants in preparing an abutters list and is a summary of the requirements and may not address all situations. For the complete details and up to date rules please refer to Massachusetts Regulations 310 CMR 9.00. It is the applicant's responsibility to ensure the accuracy of the information submitted to the Commission.

List of Abutters

Name of Abutter	Mailing Address of Abutter	Map	Lot