



**Town of Berlin
Office of the Board of Assessors**

Request for Certified Abutters List

Property Address: _____

Parcel ID #: Map: _____ Block: _____ Lot: _____

Current Owner: _____

Board or Dept. List Requested for: (circle one)

- a). Zoning Board of Appeals 300 ft.
- b). Planning Board 300 ft.
- c). Board of Health direct & across the street
- d). Conservation Commission 100 ft.
- e). Conservation Commission 1,000 ft. (linear shaped project > 1,000 ft in length)
- f). Board of Selectmen – Fuel Storage direct & across the street
- g). Board of Selectmen – Pole Petition 300 ft.
- h). Board of Selectmen – Liquor License 300 ft and any school, church or hospital within 500 ft.
- i). Other _____

Fees:

\$1.00 per abutter with a maximum fee of \$25.00 (includes 1 set of labels)

Additional address labels available upon request at \$2.00 per page

The Certified Abutters List should be:

1. Sent to owner: _____
2. Sent to requester (if other than owner) at: _____
3. Picked up (please call when ready) at: _____
4. Faxed to _____ with original mailed to _____
5. Emailed to: _____ original mailed to: _____

Print Name _____ Date: _____ Phone: _____

Please note: There is a \$25.00 returned check fee (per Town Treasurer). A returned check can also jeopardize any hearing, if a certified list is technically unpaid at the time of the hearing date.