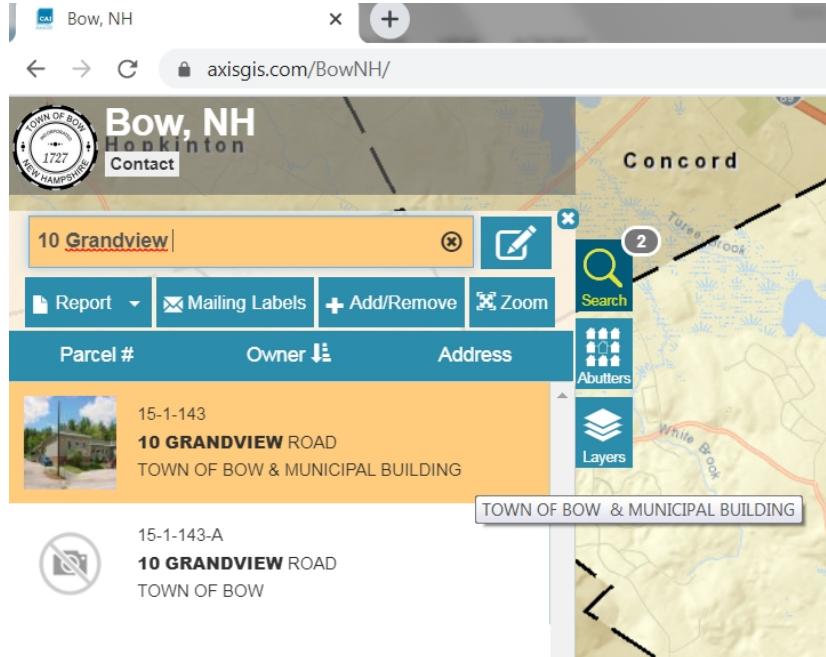
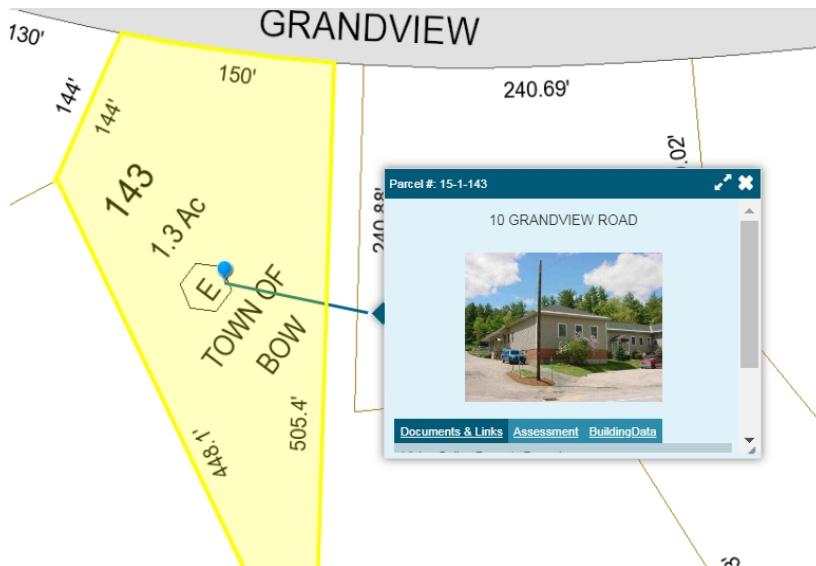


How to Obtain an Abutters List and Labels

1. Open the GIS map using [this link](#). It will open in a separate browser tab or window.
2. Click the "Search" button at the top of the map. This will open a menu where you can search for properties by owner name, property address, or property ID (map-lot).

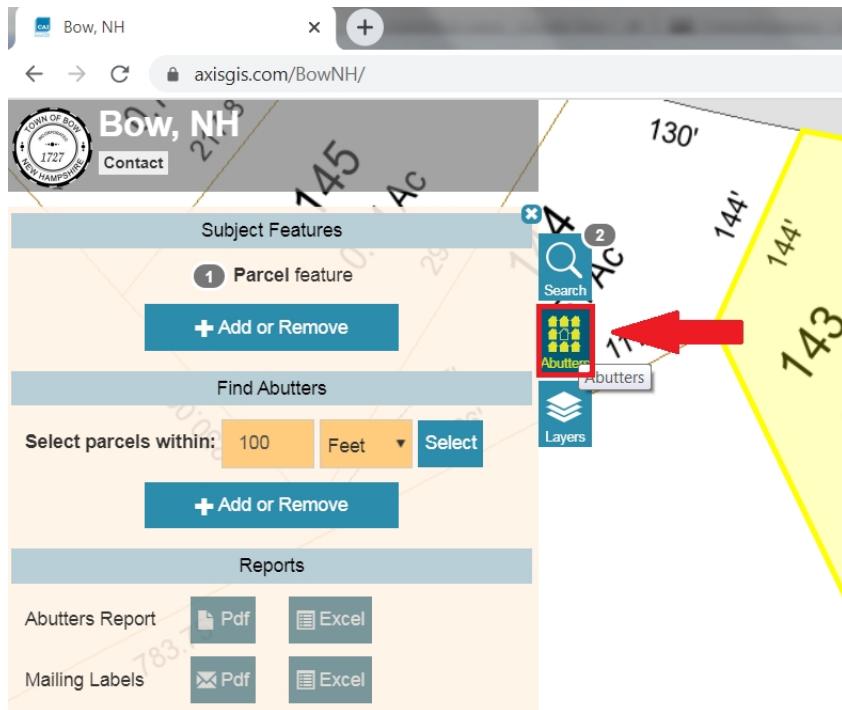


3. Click on the property you want, and the map will zoom to the parcel and highlight it.



NOTE: If the parcel you're searching for does not show up in the results, contact the Assessor's Office.

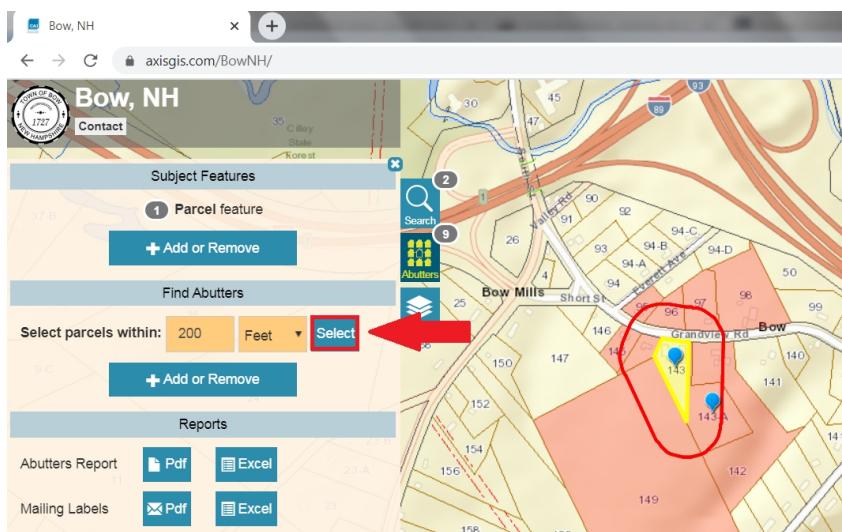
4. Click on the Abutters List icon



5. Enter the Distance in feet for the type of application you need:

- Planning Board: 200 ft
- Zoning Board of Adjustment: 100 ft (ZBA abutters do not have a 100 ft radius, however this selection ensures that any roads are included, thus capturing the abutters across the street/road/stream).

6. The map will now show the highlighted buffer area, and outline all the parcels within that buffer in red. All abutters will be listed.



NOTE: If a property that falls within the buffer area is not highlighted, contact the Assessor's Office.

Click the appropriate button to select the type of Abutter Report



Abutters Report (PDF): a report of abutting properties containing property ID and other information on each abutting property.

Spreadsheet: a Microsoft Excel format spreadsheet with abutters names and addresses

Mailing labels: a pdf or a spreadsheet containing abutters names and addresses, formatted to print on Avery 5160 labels or the equivalent (1" x 2-5/8" address labels in sheets of 3 across and 10 down).