



**INSTRUCTIONS**  
**For Preparing a Certified Abutters List**  
**for the Medway Planning Board**

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.