Creating an Abutters' List

As an applicant to the Planning Board and/or Zoning Board of Adjustment, you are required to provide the Town with an abutters' list. This list is used to notify each abutter of the Public Hearing or Hearings that will be held to consider your application.

An "abutter" is a property owner whose property: (1) abuts (touches) the property that is the subject of your application; (2) is located across a street, road or stream from that property; or (3) is located within 200 feet from your property.

In order to develop an abutters' list, you need to contact the Board of Selectmen's Office preferably through email at selectmen@marlboroughnh.org and request that the appropriate property tax maps be emailed to you. These are the steps that you should take to identify the abutters:

1. Determine the Tax Map and Parcel Number of your property (for example Tax Map 2, Parcel 30).
2. Locate your property on that Tax Map.
3. Identify all tax parcels that fill the criteria listed in the second paragraph of these instructions and take down their Map and Parcel Numbers. (Depending on where your property is located, there may be more than one Tax Map involved.)
4. Email this list of parcels to the Selectmen's Office and they will look each parcel up on the Assessors List and email you back the property cards that contain the owners' names and addresses.
5. Submit this information as part of the application packet.

No Zoning Board decision is valid if the abutters haven't been properly notified. Any abutter who wasn't properly informed of a hearing can appeal any decision made at that hearing, and probably have it overturned.

The correctness of the abutters' list you submit is your responsibility. The Town will be happy to help you find the information you need to prepare your abutters' list, but it is your responsibility for the accuracy of the final product. Per law, the Town bears no responsibility or liability, even if you rely on Town-provided information that later turns out to be incorrect.