



BELLINGHAM PLANNING BOARD

10 MECHANIC STREET
 BELLINGHAM, MASSACHUSETTS 02019
 (508) 657-2892; FAX (508) 966-2317
PlanningBoard@bellinghamma.org

Abutter Notification Process

The Applicant is responsible for providing notification of the public hearing by mail to the abutters of the property. The Applicant shall bear the cost of all mailings to abutters.

The abutters that should be notified are:

- Owners of land directly opposite the property on any public or private street or way;
- Abutters to the abutters within 300 feet of the property line of the property even if over a town line;
- The owner of the land on which the project is proposed (if not the Applicant);
- If the land is partially located in or is abutting another city or town, the Planning Board of that city or town must be provided notice. (Abutting Town addresses are provided below)
- **All Development Plan and Special Permit applicants must provide notice to abutting cities or towns. (Abutting Town addresses are provided below)**

As part of the application package, the Applicant shall submit the following to the Planning Board:

1. An abutters list that has *been certified by the Town of Bellingham within 30 days of the application submittal*. The certified list shall be obtained by the Applicant from the Bellingham Tax Assessors office. This list must state all abutters and their addresses as appearing on the most recent tax list. The list and the original certification letter from the Town must be submitted with the application to the Planning office.
2. An abutters list from an abutting Town if any part of the property or the abutter's property lies in a different town.

The Applicant shall notify abutters as follows:

1. The Applicant will receive a copy of the Public Hearing Notice from Planning office;
2. The Applicant will send the Public Hearing Notice to each abutter by certified mail with return receipt *no less than 14 days prior to the public hearing*;
3. The Applicant will deliver the white receipts and the green return receipt cards as proof of mailing and notice to Planning office *at least one week prior to the start of the public hearing*.

Addresses for Towns Abutting Bellingham, MA		
Blackstone Planning Board Blackstone Municipal Center 15 St. Paul Street Blackstone, MA 01504	Franklin Planning Board 355 East Central Street Franklin, MA 02038	Hopedale Planning Board P.O. Box 7 78 Hopedale Street Hopedale, MA 01747
Medway Planning Board 155 Village Street Medway, MA 02053	Mendon Planning Board 18 Main Street Mendon, MA 01756	Milford Planning Board 52 Main Street Milford, MA 01757
Wrentham Planning Board 79 South Street Wrentham, MA 02093	Woonsocket Planning Board 169 Main Street Woonsocket, RI 02895	