



MAYOR  
DOMINICK PANGALLO

# CITY OF SALEM, MASSACHUSETTS

ASSESSING DEPARTMENT  
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DIRECTOR OF ASSESSING  
STEPHEN CORTES  
  
BOARD OF ASSESSORS  
RICHARD W. JAGOLTA, JR.  
ROBERT F. MILLERICK  
TINA ZELANO

## REQUEST FOR CERTIFIED ABUTTERS LIST (PLEASE PRINT CLEARLY)

Date: \_\_\_\_\_

Property Address Location: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

### CONTACT INFORMATION

Person making the request: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### REQUEST CRITERIA

When do you need the list by? : \_\_\_\_\_

Required Footage: \_\_\_\_\_

(see common criteria by feet on the back side of this form)

How would you like to receive the list?  Email  Mailing Address  Pick up in office.  
(Please know that you are responsible to print your own labels)

**\*\*\*Please allow 10 working days for your request to be processed\*\*\***

If you have any questions or concerns, please contact Gloria Felix at [Gfelix@salem.com](mailto:Gfelix@salem.com) or contact the office at (978) 619-5608.

If you do not have a meeting date for a Board or Commission, please reach out to that division before requesting an abutters list. Abutter's list expires after 30 days.

<b>Board of Submission</b>	<b>Criteria</b>	<b>Check Box</b>
Board of Health	Immediate Abutters	✓
Conservation Commission	100 Feet	
Curb Cut	Immediate Abutters	
Historic District Commission	75 Feet	
Licensing Board	75 Feet	
Liquor License	Immediate Abutters (include Schools & Churches within 500 Feet)	
Outdoor Seating	150 Feet	
Planning Board	300 Feet	
Utility Pole & Conduits	Immediate Abutters	
Zoning Board of Appeals	300 Feet	