



TOWN OF EAST LONGMEADOW  
60 CENTER SQUARE  
EAST LONGMEADOW, MA 01028

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## **FAQ**

### **Information for Certified Abutters List**

#### **What is a Certified Abutters List?**

A certified abutters list contains the current names and addresses of all adjoining parcels with a pre-determined footage to the subject property as identified on your request.

#### **Where do I obtain the Request for Certified Abutters List?**

The Request for a Certified Abutters List can be obtained from the Assessor's office or on the Town web site at <https://www.eastlongmeadowma.gov/documentcenter/view/6322>

#### **When will the Certified Abutters List be ready once I submit the request?**

Your request will be completed within 10 business days.

#### **What is the fee for a Certified Abutters List?**

The standard fee is \$25.00 when requesting a list of abutters for one parcel. Multi parcel requests or a manually generated request adds \$1.00 per additional abutter.

#### **What form of payment does the Town accept?**

The Town accepts cash, check or charge.

**Paying by cash:** Cash payments are made to the Collector's office; you will be issued a receipt to bring to the Assessor's as payment for the requested list.

**Paying by check:** Personal or business checks are accepted in the Assessor's office. However, when using this method of payment, the abutter's list is not released until the check has cleared (**bank checks and money orders are the exception**).

**Pay by charge:** Charge payments are made to the Collector's office; you will be issued a receipt to bring to the Assessor's as payment for the requested list.  
**Please note: all card transactions have a convenience fee.**

#### **Why do I need to get a Certified Abutters List?**

Many times when going before different boards and commissions such as Planning, Conservation or Zoning Board of Appeal, the governing board may require abutters to be notified of a possible change on the subject property in accordance with MA General Laws and the town's local by-laws.

**If you have any further questions, please visit the office of the governing board.**