

# LEGAL NOTICE & MAILING INSTRUCTIONS

## NEWSPAPER NOTICE

Notice of the applicant's public hearing will be published in the Eagle Tribune once in each of two successive weeks, the first publication to be not less than 14 days before the date of the hearing. The Planning Department will prepare the legal notice; the applicant is responsible for submitting the legal notice to the newspaper for publishing and providing payment to the newspaper.

## ABUTTERS LISTS

- Abutter's lists must be certified by the Assessor's Office. No list will be accepted unless the Assessor's Office has stamped the list as certified.
- The Planning Board shall provide the Applicant with a Copy of a Legal Notice which shall be used as Abutter Notification.
- It is the Planning Board's Policy that the Applicant shall be responsible for proper notification of Abutters. Abutter Notification shall be accomplished with Certified Mail/Return Receipt Requested. The actual return receipt shall be submitted to the Planning Board at the start of the first public meeting. Failure to provide proof of Abutter Notification at the first meeting shall deem the meeting to be improperly noticed, and shall be canceled. In such an event, the Applicant shall be allowed to withdraw the Application for re-submittal at a later date. All costs associated with re-submittal shall be the responsibility of the Applicant, including legal advertisements.
- In addition to abutter notification, the Applicant shall send notice of the Application to all Municipalities abutting the Town of Groveland. The notice to abutting towns does not need to be sent certified mail.
  - **Town of Boxford** Planning Board 7A Spofford Road Boxford, MA 01921
  - **Town of Georgetown** Planning Board 1 Library Street Georgetown, MA 01833
  - **City of Haverhill** Planning Board City Hall, Room 201 4 Summer Street Haverhill, MA 01830
  - **Town of Newbury** Planning Board Town Hall 12 Kent Way Byfield, MA 01922
  - **Town of West Newbury** Planning Board 381 Main Street West Newbury, MA 01985
- The Applicant will provide a set of mailing labels and blank envelopes to the Planning Department because these will be used to mail the Decision to the abutters. The Applicant is responsible for submitting a \$0.55 cent stamp for each abutter to the Planning Department for the Decision. The Planning Department will assemble the mailing and mail accordingly.