



Licensing Board for the City of Boston
Mayor Michelle Wu
1 City Hall Square, Room 809, Boston, MA 02201
Phone: (617) 635-4170 | Email: LicensingBoard@boston.gov

INSTRUCTIONS FOR NOTIFICATION TO ABUTTERS

(Revised 5/2022)

***Note:** According to Black's Law Dictionary, an abutter is an "owner of adjoining land; one whose property abuts another's." As such, to satisfy the legal requirement of notice to an abutter, the applicant only needs to give notice to the owners of all the properties whose boundaries touch the boundaries (front, back, left and right) of the premises where the business is intending to open. The applicant may choose to notice additional persons (i.e. those across the street) but is **not** required to do so.*

1. Use [THIS LINK](https://www.boston.gov/abutter-mailing-list-generator) (<https://www.boston.gov/abutter-mailing-list-generator>) provided by the City of Boston's Assessing Department (located in City Hall Room 301).
 - Type in your address (or parcel #) in the search box.
 - Applications/petitions relating to alcoholic beverage and fortune teller licenses are further required to notice any schools, churches or hospitals within five hundred (500) feet of the proposed business location.
 - If you are having trouble locating your abutter information, please contact the [Mayor's Office of Neighborhood Services \(ONS\)](#) to assist you or you may call them at **617-635-3485**.
2. Complete the "Affidavit of Notice to Abutters and Others" attached to these instructions by listing the names and mailing addresses of the abutters in the spaces provided and/or attaching the list to the Affidavit.
3. When the legal notice is published in the Boston Herald:
 - You will need to obtain either a physical *or* electronic copy of the ad.
 - You must send a tear slip/copy of the advertisement to each abutter by Certified Mail (white slips) with Return Receipt Requested (light green cards). You must mail out these notices within three (3) calendar (**not** business) days of the date the advertisement is published.
4. Applications/petitions relating to alcoholic beverage and fortune teller licenses: In addition to sending the tear slip/copy of the advertisement to any church, school or hospital within five hundred (500) feet of the proposed business location, you must notify the church, school, or hospital, that they must submit a written objection to the Board by the date of the hearing if they **object** to the application/ petition. Receipt of an objection **does not** bar the Board from granting the application/petition if the Board deems the grant of the proposed application/ petition serves the public need and will not be detrimental to the activities/ functions of the church, school or hospital.
5. Gather copies of the following items, scan into **one** file, and email them to the Licensing Board (LicensingBoard@Boston.gov) **before** your hearing:
 1. A completed and notarized Affidavit
 2. The original certified mail receipts
 3. The original return certified receipts (light green cards) bearing signatures of persons receiving said notices and those which were returned as undeliverable mail.

Please note: When the Board return to in-person hearings, you will be **required** to turn in the original receipts and green receipt cards to the Board **during** the hearing.
6. The Board will not vote on, or may deny, your application/petition if these documents are not submitted.



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AFFIDAVIT OF NOTICE TO ABUTTERS AND OTHERS

To the Licensing Board for the City of Boston:

I, (print your name) _____ applicant/ applicant's
 representative for a (type of license) _____ license to be
 operated at (print address of premises) _____

_____ hereby certify that the following is a true
 list of the owners of the abutting property(ies) per the Assessor's most recent valuation list (if
 none, so indicate):

And that the following schools, churches, or hospitals are located within a radius of 500
 feet from said proposed location (if none, so indicate):

I also certify that notice of the application/petition was given to each of the above-listed
 by mailing via *certified mail* and *return receipt requested*, within **three (3) calendar days** after
 publication of the advertisement of the application/petition, a copy of the attached advertisement
 of the application/petition. Proof of service is evidenced by the **attached** certified mail receipts
 and return certified receipts bearing signatures of persons receiving said notices, in addition to
 those which were returned as undeliverable mail.

Signed under the pains and penalties of perjury this _____ day of _____, 202__.

Signature: _____

Printed Name: _____

Relation to Applicant: _____

Notary Public:

Signature: _____

Seal:

Printed Name: _____

Commission Expiration: _____