Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201
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INSTRUCTIONS FOR NOTIFICATION TO ABUTTERS
(Revised 1/2013)

*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. 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.*

1.   Go the City of Boston's Assessing Department, City Hall Room 301, and obtain a list of abutters as defined above. If your application/petition relates to a liquor or fortune teller license, you also need to ask for a list of schools, churches and hospitals within five hundred (500) feet of the proposed business's location.

2.   Complete the *Affidavit of Notice to Abutters and Others* 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, the newspaper will mail copies of the advertisement to you. You must send a tear slip/copy of the advertisement to each abutter by Certified Mail, Return Receipt Requested. You must mail out these notices within three (3) days of the date the advertisement is published.

4.   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 if it objects to the application/petition, the church, school or hospital must submit a written objection to the Board by the date of the hearing. 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.   Bring the completed and notarized *Affidavit* to the hearing. You must attach to the *Affidavit* a copy of the advertisement, the original certified mail receipts, and the original return certified receipts (green cards) bearing signatures of persons receiving said notices and those which were returned as undeliverable mail. You must turn in the original receipts and green receipt cards to the Board during the hearing. The Board will not vote on, or may deny, your application/petition if these documents are not provided to it.

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 (print type of license requested)_____
_____ license, to be operated at (print address of proposed location)_____
_____ 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:

    And that the following schools, churches or hospitals are located within a five hundred (500) feet radius from said proposed
location (if none, please specify as such):

    I also certify that notice of the application/petition was given to each of the above-listed by mailing via Certified Mail, Return
Receipt Requested, within three 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 and subscribed to under the pains and penalties of perjury this _____ day of _____
(month), _____ (year).

Sign Name:_____

Print Name:_____

Relation to Applicant:_____

Signature of Notary Public:_____

Name of Notary Public:_____   (Notary Public Seal)

Commission Expires:_____