



KINGSTON CONSERVATION COMMISSION



26 Evergreen Street, Kingston, MA 02364

ABUTTER NOTIFICATION & ADVERTISING PROCESS

Dear Applicant,

PRIOR to sending out Abutter Notification Form (see attachment) you must obtain:

- certified abutter list from the Town Assessors Office (*NOI or ANRAD only*)
- a public hearing date and time from the Conservation Office will be issued after receipt of a complete filing as determined by the Conservation staff.

Please enclose with your RDA, NOI, or ANRAD:

- a certified abutters list (*NOI or ANRAD only*)
- affidavit of service (*NOI or ANRAD only*)
- a check made payable to Gannett Media in the amount of \$42.50 (as of March 1, 2012) for the publishing of the Public Hearing notice

The Conservation Office will publish a public hearing notice in the Kingston Reporter at least 5 days prior to the public hearing. This public hearing notice will be:

- based on your project description, please be as descriptive as possible

The abutter notification must be sent by either certified mail, return receipt or by certificate of mailing.