

**INSTRUCTIONS – LEGAL NOTICES**  
**Planning Board & Board of Appeals**

Contact Assessor's Office to request Abutter's list and labels, (10 day lead time required) The Abutter's list will be forwarded to the Board of Appeal / Planning Board Office for pick up by the applicant. Applicant's Attorney will write Legal Notice and have approved by Board of Appeal's / Planning Board Office. In rare cases the legal notice will be written by the PB/BoA after receipt of plan & application. Abutter's List is not required for Sub-divisions.

1. Upon approval, Applicant is responsible for bringing the Legal Notice to **Stoneham Independent Newspaper Office**, located in Woburn MA., (Woburn Daily Times) phone # 781-438-1660, fax #781-738-6762. The ad must be published for two consecutive weeks as specified at bottom of the legal notice. The petitioner pays for publication.
2. Make appropriate number of copies of Legal Notices for mailing to abutters and the seven (7) surrounding cities/towns  
Accessory Dwelling applications do not require notices to the 7 surrounding town.
3. Place mailing labels from Assessor's Office on envelopes, list Planning Board/BoA Office as return address, 35 Central Street, Stoneham, MA 02180, place copied Legal Notice inside each envelope, **seal envelopes**, and **affix proper postage**.  
***DO NOT MAIL.***
4. Also mail a copy of Legal Notice to surrounding cities and towns  
From the list that Clerk provided you with.
5. Please leave envelopes in the same order as they appear in the Certified Abutters List.
6. Complete ***Affidavit of Notice of Mailing to Abutter and Others*** form. Attach a copy of Legal Notice to the Affidavit and have notarized.
7. **Return** properly stuffed **envelopes** with return address and postage affixed **to the Board of Appeals/Planning Board Office**, together with completed notarized Affidavit and copy of Legal Notice.
8. Envelopes should be returned to PB/ BoA within three business days after the ad (first publication) appears in newspaper