






TOWN OF LANCASTER BOARD OF ASSESSORS

How to Obtain a Certified Abutters List

In order to certify an abutters list, the requester must print out the Abutters List Report for the subject property and deliver to the Assessors Office. This can be done by going through GIS & Maps on the Town's website.

- Access GIS & Maps from Town Website at: www.lancasterma.net
- Direct Link: <https://www.axisgis.com/LancasterMA/>
- Input Address of Subject Property in search box
- Click on address once populated; map will zoom and highlight parcel
- Click on Abutters icon - 
- Under Buffer Options:
 - Change to 300 Feet or other required distance
- **Multiple Parcels – to add multiple subject parcels;** click on the + - icon  under Subject Features to add more than 1 subject parcel, then click on the parcels on the map that are to be included, they will highlight and abutters will automatically be adjusted
- Click the Reports icon - 
 - Choose Pdf** – this is the list that will be required in order to be certified
- Abutters List Report will be generated; print

**If a warning displays that there may be a parcel(s) that will not appear on the report but may have valid owners, continue by clicking the "I Agree" box, then click Print Anyway. Part of the certification process is for the Assessors office to identify the owners for all parcels that appear on the list.

Submit printed report to the Assessors office along with the **Request for Certified Abutters List** form. These can be scanned and emailed, faxed, mailed, or delivered in person.

Upon receipt of the Request form and printed Abutters List Report, the Assessors office has **10 business days** to act on a request for a Certified List. We will make every effort to process the request as quickly as possible.