



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 present 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.ci.lancaster.ma.us
- Direct Link: <https://www.axisgis.com/LancasterMA/>
- Click on Search tab on left hand side of webpage
- Input Address of Subject Property in search box
- Click on address once populated; map will zoom and highlight parcel
- Click on Abutters tab
- Under Find Abutters
 - Select parcels within:
 - Change to 300 Feet or other required distance
 - Click Select
- Under Reports
 - Abutters Report; Click Pdf
- Abutters List Report will be generated; print

Deliver printed report to the Assessors Office along with the **Request for Certified Abutters List** form.

Upon receipt of the printed Abutters List Report, please allow a minimum of 2 working days for a completed certified list.

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TOWN OF LANCASTER
BOARD OF ASSESSORS

Request for Certified Abutters List

SUBJECT PARCEL: ADDRESS: _____

MAP: _____ PARCEL: _____

CURRENT OWNER: _____

REQUESTER'S NAME: NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____

INTENDED USE: CHECK APPROPRIATE BOX

____ BOARD OF APPEALS (ZONING)

____ CONSERVATION

____ BOARD OF HEALTH

____ PLANNING BOARD

____ BOARD OF SELECTMEN

____ OTHER: _____

CERTIFIED LIST SHOULD BE: CHECK APPROPRIATE BOX

____ EMAIL TO: _____

____ PICKED UP (WILL CALL WHEN READY)

____ FORWARDED TO DEPARTMENT: _____

____ MAILED TO OWNER

____ MAILED TO REQUESTER

____ OTHER: _____

DATE OF REQUEST

SIGNATURE OF REQUESTER

***PLEASE ALLOW A MINIMUM OF 2 WORKING DAYS FROM REQUEST DATE
FOR COMPLETED CERTIFIED LIST***

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