



TOWN OF HANOVER
CONSERVATION COMMISSION

SO, I HAVE MY ABUTTERS LIST, WHAT'S NEXT?

NOTE: Please remember that this is a crucial part of your hearing process and that any deviation from the abutter notification process may cause a *defect in abutter notification process* which *will* cause your hearing to be postponed a minimum 14 days.

1. **FILL OUT** a *Notification to Abutters* form available at http://www.hanover-ma.gov/sites/hanoverma/files/file/file/abutter_notification_form_0.pdf on the Town of Hanover website, or at the Hanover Conservation Office.
2. **COPY** completed form for each abutter on the Certified Abutters list.
3. **MAIL** the copies of the public hearing notice to each abutter on your list using USPS form 3817 Certificate of Mailing.

OR if there are a minimal amount of abutters to notify you may

2. **HAND DELIVER** a copy of the public hearing notice to each abutter on your list. Be prepared to give each abutter a copy of the public hearing notice to keep. Have each abutter print his/her name and sign your copy of the abutters list next to their name to verify that they received a copy. You may be asked to briefly explain your project.
3. **SUBMIT** a completed *Affidavit of Service* form available at http://www.hanover-ma.gov/sites/hanoverma/files/file/file/affidavit_of_service_0.pdf on the Town of Hanover website, or at the Hanover Conservation Office.
4. **SUBMIT** the post marked Certificate of Mailing slips as proof of notice to your abutters *prior* to your scheduled hearing.

During your public hearing, if abutters wish to speak, they will be allowed to do so when recognized by the Commission Chairman. Occasionally, abutters will seek information through the Conservation Office prior to the hearing, at which time we review the application with them. Any abutter concerns or questions that require your attention prior to your public hearing will be provided to you as received.