INSTRUCTIONS FOR USE OF CERTIFICATE OF MAILING:

1. Go to the Assessor’s Office to get your abutter list and labels. Be sure to ask for TWO sets of labels.

2. Count how many addresses you need to send Abutter Letters to.

3. Enter your return address on the forms given to you by the Community Development Office (it has 6 Certificate of Mailing forms on the sheet).

4. Copy the Certificate of Mailing form as many times as needed for the number of Abutters you are to notify (e.g. 5 times for 30 abutters, etc.).

5. Place one label on the Certificate of Mailing form and one on your envelope.

6. Place the appropriate postage on each envelope.

7. Call the Post Office if you have more than 20 Abutter letters. They would like to know when you are coming in so they have enough staff at the window. The certification process could take more than 20 minutes.

8. Go to the Post Office, at the time you arranged, to mail your letters certified mail.

9. Bring the Certificate of Mailing sheets with you to the board meeting as your proof that you mailed your Abutter Letters as required by town regulations.