

## **TOWN OF ESSEX ADJOINING LANDOWNER FORM (ABUTTERS)**

A list of all ***CURRENT*** adjoining landowners with **CORRECT MAILING ADDRESSES, AND 3 SETS OF MAILING LABELS (type Avery 5160)** must be submitted with the application. An "adjoiner" is a person or organization which owns or controls land or easements on lands which physically abut the tract or tracts of land on which your project is located. Be certain to include landowners on the opposite sides of highways, railways, and rivers. Also include homeowners associations, utility companies, and others with significant legal interest in the project land. You must also indicate the location of each adjoiner on your site plan.

The Town of Essex Assessor's Office has tax maps and address listings for you online. Please see attached instructions. Please submit accurate mailing addresses, mailing labels, and fees with your application. The Community Development Office will notify the abutter, by certified mail, of the scheduled meeting.

NAME

MAILING ADDRESS WITH ZIP CODE

- **IT IS THE LANDOWNER'S RESPONSIBILITY TO ENSURE ACCURACY THAT ALL ABUTTING PROPERTIES ARE LISTED AND ACCURATE MAILING ADDRESSES ARE PROVIDED.**

**THE TOWN WILL DO THE MAILING WITH THE INFORMATION PROVIDED. IF AN ABUTTER WAS NOT LISTED AND SHOULD HAVE BEEN, THE APPLICATION/APPROVAL WILL NEED TO BE RE-WARNED AND RE-HEARD.**

I hereby state the mailing list provided to the Town of Essex includes all property owners involved with this application.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature of Landowner

Fee Collected from Applicant for **Certified Postage** (#of Adjoining Landowners @\$ 7.33 ea.):

Date:

Amount:

Initials:

## OBTAINING ABUTTING PROPERTY OWNER INFORMATION

Go to TOWN OF ESSEX WEBSITE: [Essex, VT | Official Website \(essexvt.org\)](http://Essex, VT | Official Website (essexvt.org))

From the top menu:

- Hover over **“Your Government”** then **“Departments”**
- Select **“Assessing Department”**
- On the Assessing Department Webpage on the Left-side Menu:
  - **Parcel / Tax Maps** - Have the Parcel ID available to find the tax map # needed; read **“Interpreting the Numbers”** to assist in viewing the maps and finding the Parcel for which you are searching (scroll down to **Tax Map Document** to select applicable tax map index).
  - Once you locate the Parcel you will then be able to select all abutting parcels per the instructions. The 911 street numbers are indicated by the **small # sign and number** on each parcel. This information is what is necessary in locating the abutting owners mailing addresses on the Grand List.
  - Once all abutting parcels are found, go back to the Assessing Department Webpage to the Left-side Menu and select **“Grand List”**.
  - Download the Grand List. Be sure to enable editing, then select the **Data tab** and sort by **Street**. Based on the 911 street addresses, the abutting parcel owner(s) and their mailing addresses can be found.