



## **Chesterfield Zoning Board of Adjustment**

### **Abutter Information and Requirements**

#### **Payment Information**

**Abutters:** Provide a complete list of all abutters of the property involved in this appeal with their current mailing addresses and tax map numbers, which can be found at the Town of Chesterfield Selectman's Office. If an abutter owns more than one parcel, please list each parcel separately. Include the names and addresses of all abutters, including those to the rear, sides, and front of the property and including those across the street, roads, stream, and right-of-way and within 200 feet of the property in question. (Failure to provide complete information on all abutters will result in the application being returned as incomplete).

**For each abutter, the applicant or agent shall provide:**

1. A blank, white, #10 envelope, blank certified postage slip and blank return receipt slip.
2. Three (3) printed mail labels (1" X 2 1/2") for each abutter(s), applicant(s), owner(s), and agent(s) with names and mailing addresses. These will go on the certified mail slip, return receipt slip, and envelope, so the labels must be that size.
3. A check for total certified postage made out to the **Postmaster Town of Chesterfield**. Please verify postage cost with the Zoning Board Secretary.

\*If an abutter owns more than one parcel, you only need one envelope, one set of postage parts, and one set of labels.

\*Only one letter will be sent to an owner of multiple abutting parcels.

**Payment:** A check for \$50.00 made out to the **Town of Chesterfield**.

Funds to be disbursed as follows:  
Board of Adjustment filing fee \$50.00