



TOWN OF BELMONT  
TOWN HALL  
BELMONT, MA 02478

## AFFIDAVIT OF NOTICE TO ABUTTERS AND OCCUPANTS

To the BOARD OF SELECTMEN for the Town of Belmont:

I (owner) \_\_\_\_\_, applicant for an alcoholic beverages license at (establishment) \_\_\_\_\_, hereby certify that the attached list of owner/abutters are a true list of the persons shown upon the Assessor's most recent valuation list as the owners of the property abutting the proposed location located within a radius of three hundred feet (300'); that the attached list of occupants, who are not otherwise owner/abutters named above, are all occupants located with a radius of three hundred feet (300') from said proposed location; and that the attached list of schools, churches or hospitals are all such institutions located with a radius of five hundred feet (500') from said proposed location (in none, so state);

I further certify that notice of this application/petition concerning an alcoholic beverages license was given to each party on each list of the above by mailing by certified/registered mail or delivering within three days after publication of the same, a copy of the newspaper advertisement as attached below. Also attached are the return registered/certified mail receipts of owner/abutters bearing signatures of persons receiving said notice. Occupants other than owner/abutters maybe notified by hand delivery.

Signed and subscribed to under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Printed name: \_\_\_\_\_  
(authorized individual, manager, or corporate officer)

Signature: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

## **Instructions for Notification to Abutters (Owners) and Occupants**

1. Go to the Office of Community Development on the 2<sup>nd</sup> floor of the Town Hall Annex to find out which parcels of real estate abut the licensed premises within three hundred feet and whether or not there are any schools, churches or hospitals within 500 feet of the premises. Distance measurements must be made from the point of the licensed premises property closest to the party to be notified in the area surrounding the licensed premises property.
2. From the Office of the Community Development's most recent list, find out the names and mailing addresses of the abutters (owners). From the Town Clerk's Office and from your own investigation identify the names and addresses of non-owner occupants.
3. Attached a complete list of owner/abutters, occupants, schools, churches, and hospitals to this form. Failure to notify all required parties are grounds for license denial.
4. At the same time that the legal notice is published, send a copy by certified or registered mail to each of the owners/abutters or organizations listed. Occupants (other than owner/abutters) may alternatively be notified by hand delivery, but the name of each person so notified must be identified on the certification list with the date and type of notification. Notification of one adult member of each occupant household shall be adequate notification of all occupants of the household.
5. Return this completed form to the Office of the Board of Selectmen with the post office receipts or the return receipts which are mailed back to you prior to the hearing.