



**TOWN OF HINGHAM  
CONSERVATION COMMISSION  
210 CENTRAL STREET  
HINGHAM, MA 02043  
(781) 741-1445**

Per MA DEP Regulations, Abutters must be notified via Hand Delivery, Certified Mail-Return Receipt Requested or Certificates of Mailing.

**REQUEST FOR A CERTIFIED LIST OF ABUTTERS**

**REQUIRED BY DEPARTMENT: CONSERVATION**

**REQUESTED BY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**PROPERTY LOCATION: MAP(S):** \_\_\_\_\_ **BLOCK(S):** \_\_\_\_\_ **LOT(S):** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**OWNER OF RECORD:** \_\_\_\_\_

**PURPOSE OF LIST:** \_\_\_\_\_

(Example: Notice of Intent, ANRAD, etc.)

**REQUIREMENT:** 100-FT. RADIUS \_\_\_\_\_ 300-FT. RADIUS (COASTAL PROJECTS) \_\_\_\_\_

Submit with this request, a list of abutters created from the GIS map program: [Hingham GIS maponline](http://HinghamGISmaponline)

- Select the blue tab on the left labeled “FIND”,
- Enter the street name and enter the street #. (clicking on the autopopulated choice as it appears)
- The parcel is then selected & highlighted
- At the far bottom, on the left, click on the gray tab ‘Find Abutters’
- The parcel will be automatically entered in ‘Find abutters to a single parcel section’; select the distance required.
- Press ‘Go’.
- Select the ‘envelope’ icon for printing mailing labels. Print or save the list generated and submit, with this Request form, to the Conservation office or [conservation@hingham-ma.gov](mailto:conservation@hingham-ma.gov)

For contiguous parcel selection, or other questions, contact the Conservation office for assistance.