



TOWN OF LEICESTER

Office of Development & Inspectional Services

Leicester Town Hall, 3 Washburn Square, Leicester, MA 01524

www.leicesterma.org

508-892-7003 (Building) / 508-892-7007 (Planning, Conservation, ZBA)

Building/Code Enforcement
Conservation Commission
Planning Board
Moose Hill Water Commission
Zoning Board of Appeals

Abutter Notification Guidance

The following Conservation Commission filing types require abutter notifications:

- Notice of Intent (NOI)
- Request for Determination of Applicability (RDA)
- Abbreviated Notice of Resource Area Delineation (ANRAD)
- Order of Conditions Amendments

Notification Process:

1. Obtain a Certified List of Abutters from the Leicester Assessor's Office. Request a copy of a certified abutters list from the Assessor's Office at least 10 days before you're ready to submit an application to the Conservation Commission.
2. Submit a copy of this list concurrently with a complete application package at the time of filing. (Please see Leicester Wetland Regulations for what constitutes a complete application package)
3. A written notification will be prepared by a Leicester Conservation Office staff member. This will include information such as: applicant name and address, type of filing, a brief project description and date, time, and location of public hearing (including a virtual meeting link if/when applicable.)
4. The Office of the Conservation Commission will submit this written notification to be displayed as a legal advertisement to the Worcester Telegram & Gazette, which will be published 5 business days prior to the hearing.
5. This written notification will be sent to the applicant and/or project representative, along with the proof and confirmation from the Telegram & Gazette, at least 10 business days before the scheduled hearing.
6. Notifications should be sent to every address on the certified abutters list via either Certified Mail or Certificate of Mailing.
 - a. The mailing receipts should be sent to the Conservation Office (3 Washburn Sq, Leicester, MA 01524) or brought to the first hearing.
7. The legal ad publication comes with an associated fee, this fee will be specified in the T&G's confirmation. It is the responsibility of the applicant to pay this fee by either check or cash to the Town of Leicester.

Please call (508) 892-7007 or email conservation@leicesterma.org with any questions.