

ZONING CODE

Z Attachment 2

City of Waltham

**Appendix B
Abutters List Procedures**

Regarding abutters lists to accompany petitions for special permits and petitions for zoning amendments by the City Council:

The procedures for special permits and zoning amendments require “A list of names, addresses and mailing addresses of abutters within three hundred (300) feet and directly opposite on any public and private way.”

This list shall be presented on a separate sheet of paper, prepared as follows:

Parcel No.	Address	Owner’s Name and Address
_____	_____	_____
_____	_____	_____

NOTE: This list containing the names and addresses of the owners of record must be certified by the Assessors Department before it is presented. The two (2) sets of labels that are presented must be prepared for the owners’ names and addresses that have been verified by the Assessors Department.

Even though this information may be on the plans, a separate list is required.