

## INSTRUCTIONS FOR ONLINE ABUTTERS LIST REQUESTS

- 1.) Go to [www.sandwichmass.org](http://www.sandwichmass.org)
- 2.) From the Homepage, Click on “Maps”
- 3.) In the search box, enter either the parcel address or the parcel ID
- 4.) Highlight the subject parcel on the map, a menu will appear on the left hand side of the screen
- 5.) Click on the link “Certified Abutters Request Form” and enter the required information making sure to select the proper Board.
- 6.) Upon submission, the request will be emailed directly to the Assessor’s office. They will contact you as soon as the list is ready and you can pay the fee upon pick up.