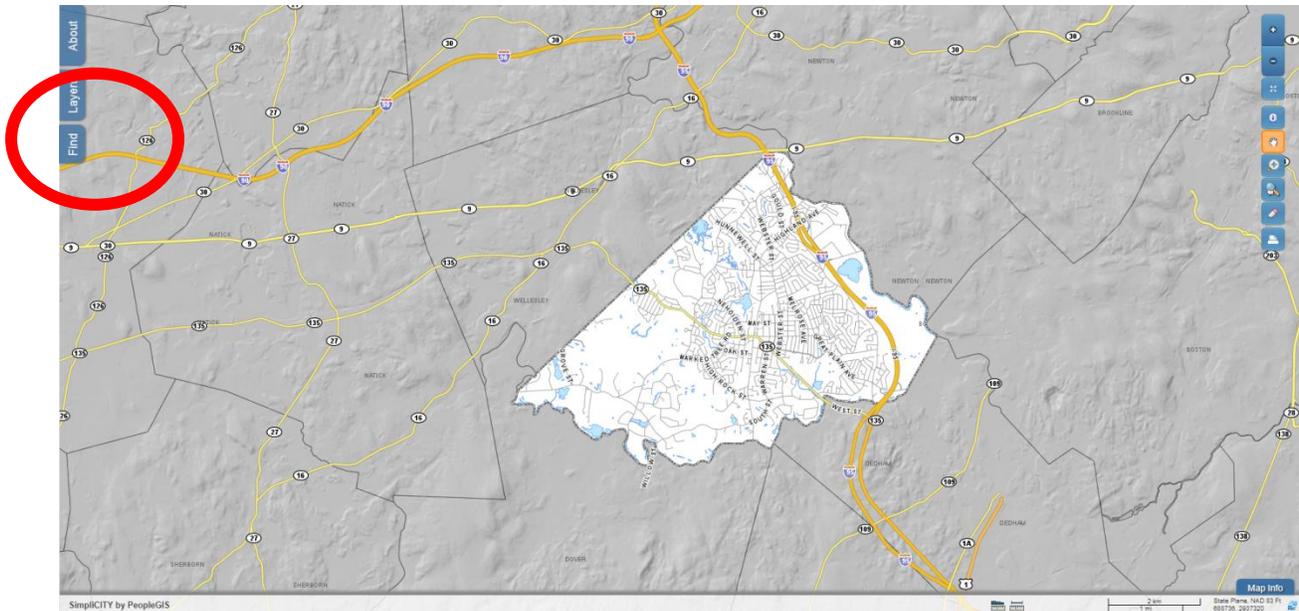


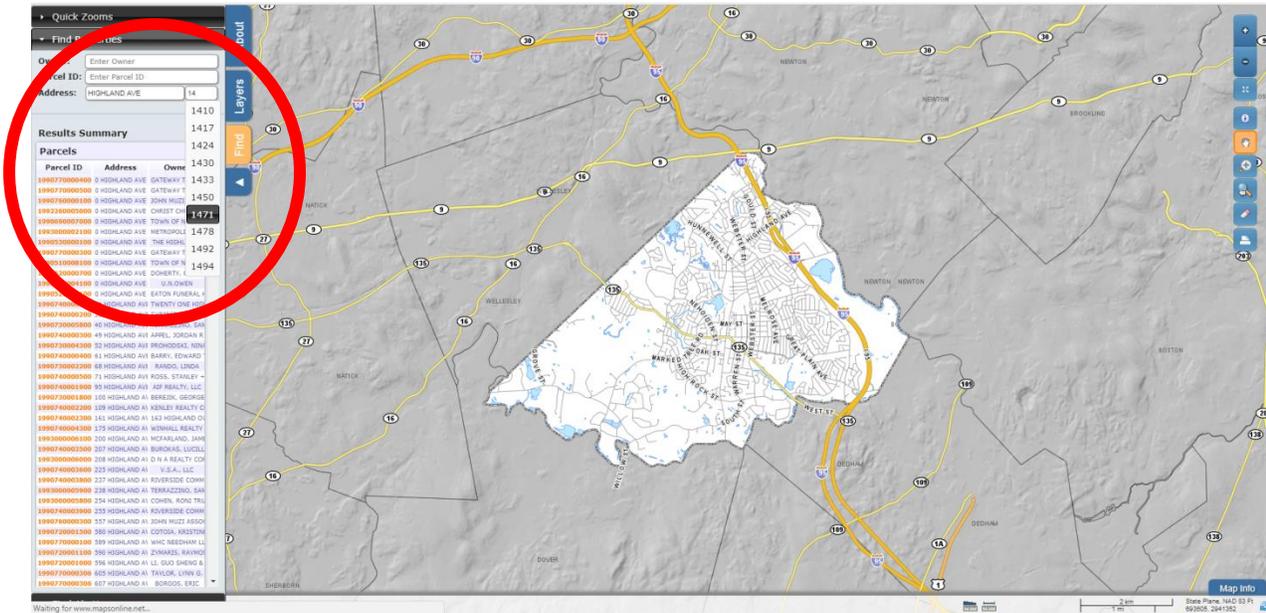
# How to Obtain an Abutters List and Labels

**Note:** If you require a certified abutters list as part of a permit you are seeking, please contact the relevant permitting department for information on how to proceed. Following the instructions below will *not* produce a *certified* abutters list.

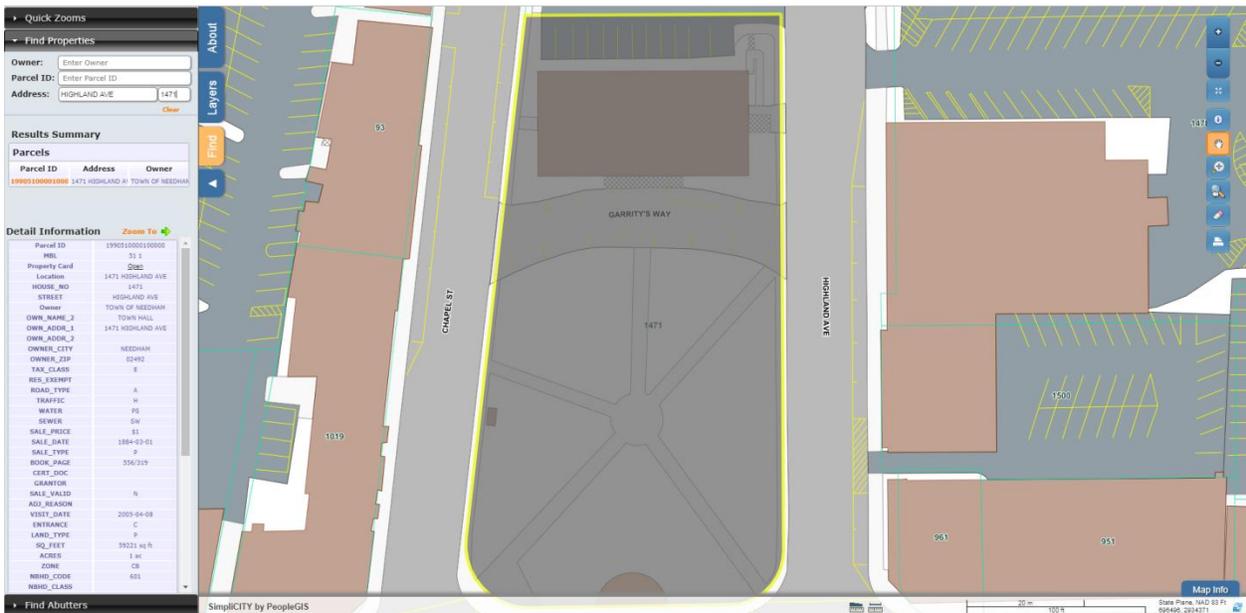
1. [Open the GIS map using this link.](#) It will open in a separate browser tab or window.
2. Click the "Find" button on the left side of the map. This will open a menu where you can search for properties by owner name, property address, or property ID (map-lot).



3. Enter the property information, click on the property you want when the options appear, **NOTE:** If the parcel you're searching for does not show up in the results, contact the Assessor's Office.



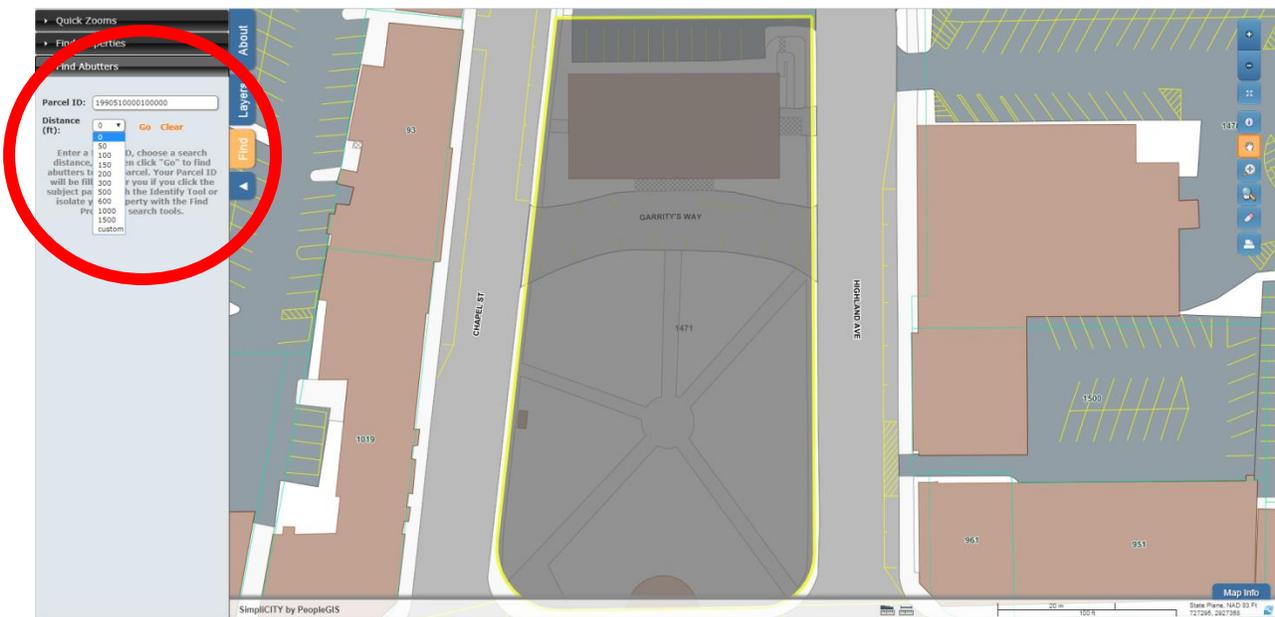
The map will zoom to the parcel and highlight it.



4. Click on the “Find Abutters” Tab on the bottom left



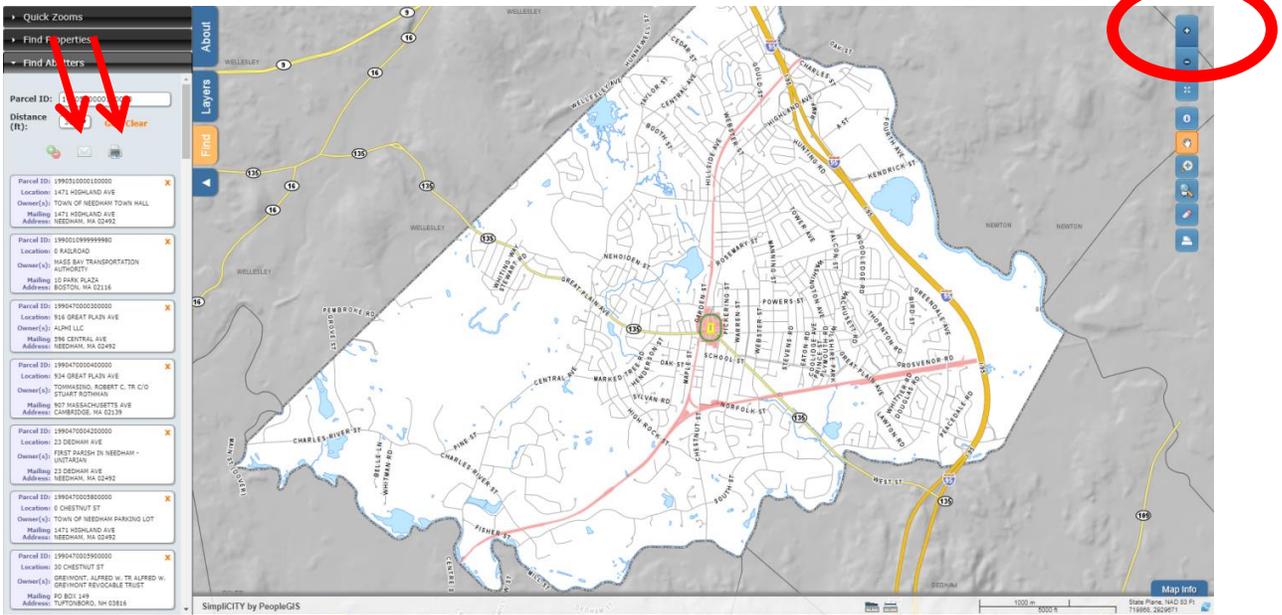
5. Enter the Distance in feet for the radius around the subject parcel:



6. The map will now show the highlighted buffer area, and outline all the parcels within that buffer in pink. All abutters will be listed. You can also zoom in by pressing the + button on the top right.

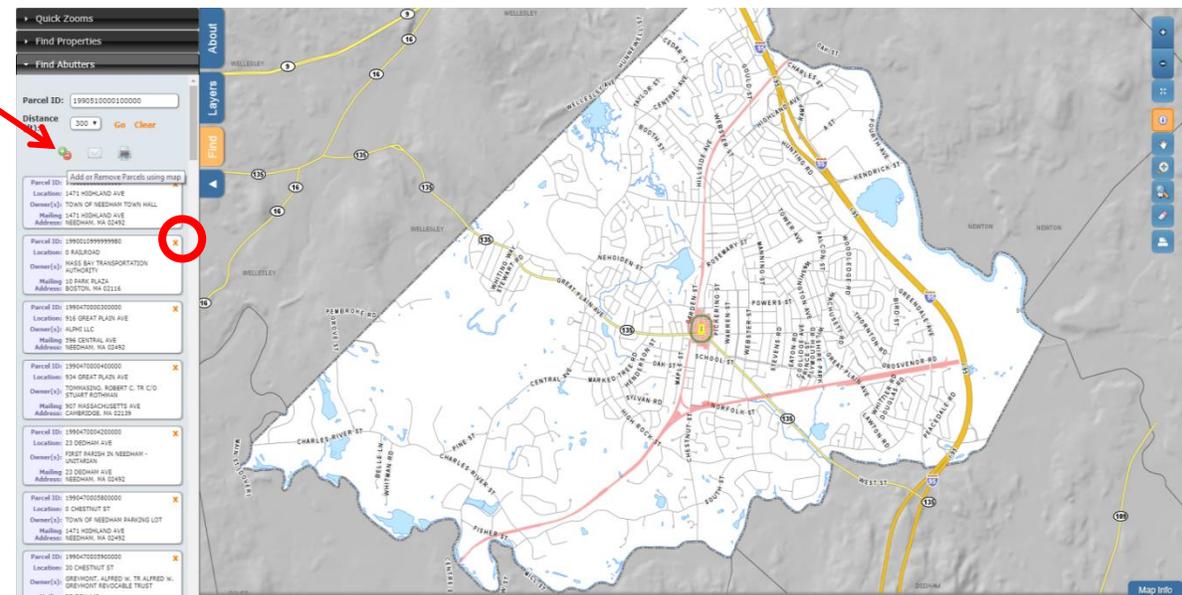
NOTE: If a property that falls within the buffer area is not highlighted, contact the Assessor's Office.

You can then either print labels or the list by pressing either the Envelope Icon  or the Printer Icon , respectively.

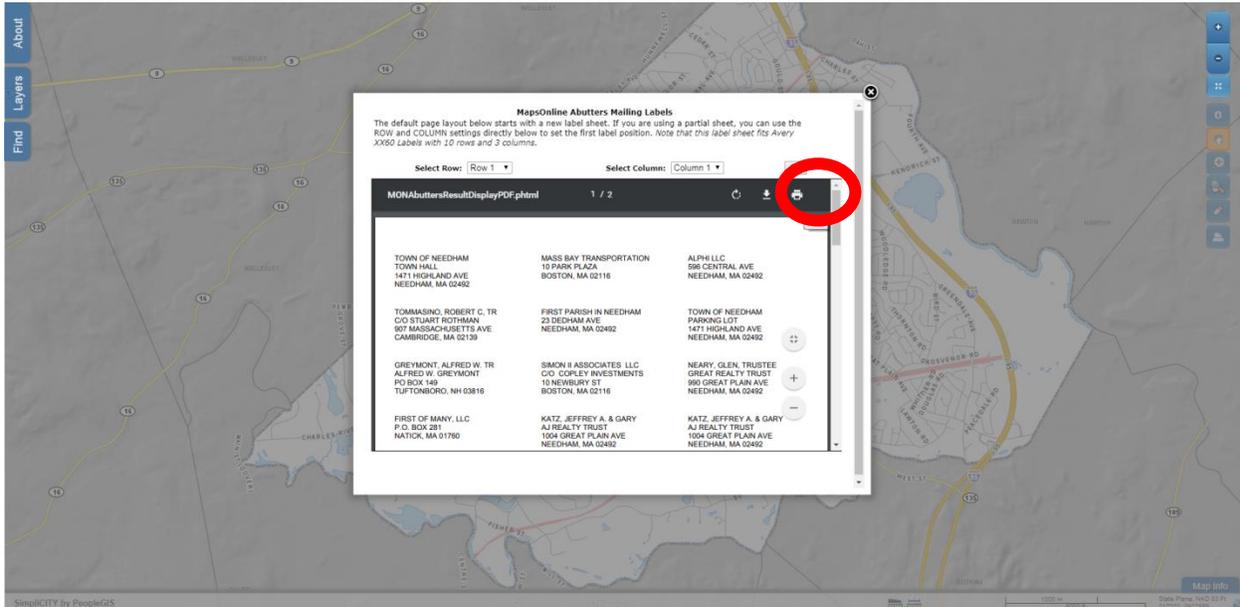


7. If needed, parcels can be added or removed individually from the abutter group with the  tool (press the +/- Icon and then click on parcels on the map to add or delete).

Parcels can also be deleted from the list by clicking the “x” in the top right corner of the individual record.



8. Pressing the Envelope Icon  will create the labels, which you can then print.



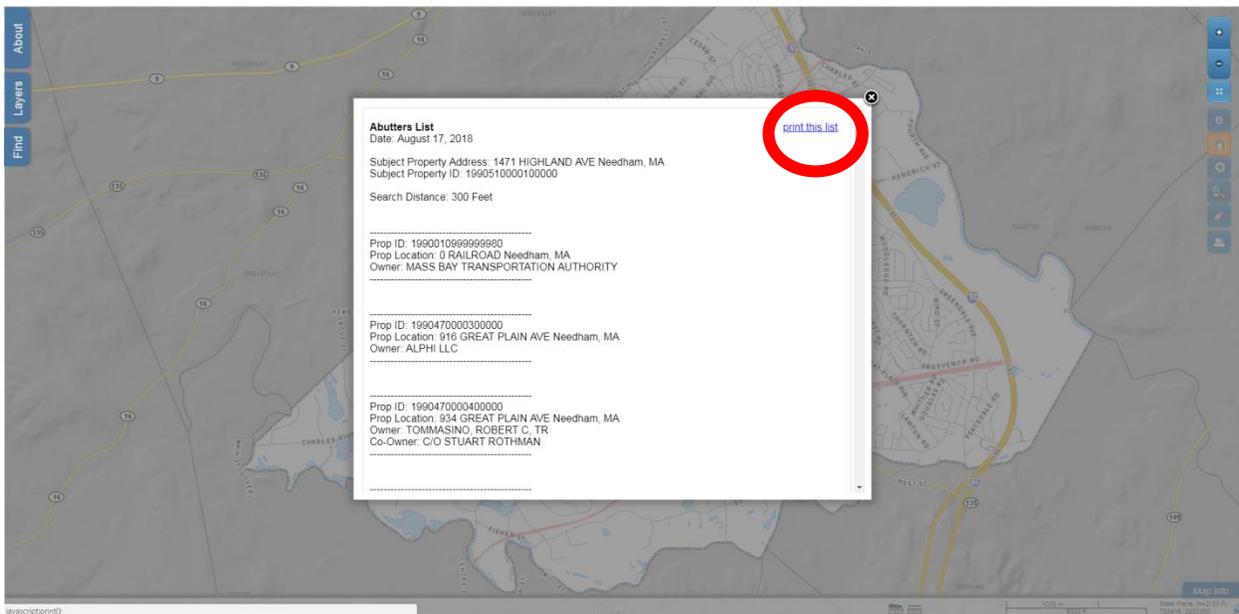
**MapsOnline Abutters Mailing Labels**  
The default page layout below starts with a new label sheet. If you are using a partial sheet, you can use the ROW and COLUMN settings directly below to set the first label position. Note that this label sheet fits Avery X1650 Labels with 10 rows and 3 columns.

Select Row: Row 1      Select Column: Column 1

MONAbuttersResultDisplayPDF.html      1 / 2

TOWN OF NEEDHAM TOWN HALL 1471 HIGHLAND AVE NEEDHAM, MA 02462	MASS BAY TRANSPORTATION 10 PARK PLAZA BOSTON, MA 02116	ALPHI LLC 596 CENTRAL AVE NEEDHAM, MA 02462
TOMMASINO, ROBERT C. TR C/O STUART ROTHMAN 807 MASSACHUSETTS AVE CAMBRIDGE, MA 02139	FIRST PARISH IN NEEDHAM 23 DEXHAM AVE NEEDHAM, MA 02462	TOWN OF NEEDHAM PARKING LOT 1471 HIGHLAND AVE NEEDHAM, MA 02462
GREYMONT, ALFRED W. TR ALFRED W. GREYMONT P.O. BOX 149 TUFTONBORO, NH 03816	SIMON II ASSOCIATES LLC C/O COPLEY INVESTMENTS 10 NEWBURY ST BOSTON, MA 02116	NEARY, GLEN, TRUSTEE GREAT REALTY TRUST 990 GREAT PLAIN AVE NEEDHAM, MA 02462
FIRST OF MANY, LLC P.O. BOX 281 NATICK, MA 01790	KATZ, JEFFREY A. & GARY AJ REALTY TRUST 1004 GREAT PLAIN AVE NEEDHAM, MA 02462	KATZ, JEFFREY A. & GARY AJ REALTY TRUST 1004 GREAT PLAIN AVE NEEDHAM, MA 02462

9. Pressing the Printer Icon  will create the list, which you can then print.



**Abutters List**  
Date: August 17, 2018  
Subject Property Address: 1471 HIGHLAND AVE Needham, MA  
Subject Property ID: 1990510000100000  
Search Distance: 300 Feet

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Prop ID: 1990010999999990  
Prop Location: 0 RAILROAD Needham, MA  
Owner: MASS BAY TRANSPORTATION AUTHORITY

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Prop ID: 1990470000300000  
Prop Location: 916 GREAT PLAIN AVE Needham, MA  
Owner: ALPHI LLC

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Prop ID: 1990470000400000  
Prop Location: 934 GREAT PLAIN AVE Needham, MA  
Owner: TOMMASINO, ROBERT C. TR  
Co-Owner: C/O STUART ROTHMAN

[print this list](#)

**If you have any questions, please contact the Assessor's Office.**