

## **Oak Bluffs Conservation Commission**

### **ABUTTER NOTIFICATION POLICY**

Any person filing a Notice of Intent with the Oak Bluffs Conservation Commission shall at the same time give written notification thereof, by hand delivery or certified mail, return receipt requested, to all abutters within three hundred (300) feet of the property line of the land where the activity is proposed, at the mailing addresses shown on the most recent applicable tax list of the assessors, from a copy of said list certified by the staff of the assessor's office, including, but not limited to, owners of land directly opposite said proposed activity on any public or private street or way, and in another municipality, and immediate abutters across a body of water, park or other public lands. Said notification and proof of notification (certified abutters list, Abutter Notification Form, Affidavit of Service) shall be filed with the Commission and the Department of Environmental Protection (DEP) on or before the date on which the NOI is filed with said agencies; an NOI filed without said notification and proof will not be considered a complete application by the Commission and will therefore not be processed.