

## HOW TO MAKE AN ABUTTERS' LIST, FOR PROPERTIES IN HAMPTON FALLS, NH

- 1) Go to [www.hamptonfalls.org](http://www.hamptonfalls.org) under **Departments** tab, drop-down menu to **Assessing**, to see the files in the dark blue area at the Left margin.
- 2) First look at the **Tax Maps – 2023** to find your parcel.
- 3) Print the Map containing the subject parcel.
- 4) Draw/Highlight the map to show:
  - a) the Subject parcel, and
  - b) the Abutters (to the subject parcel) that are all properties that touch the subject parcel, including any: across the street, stream, river, wetlands, power lines ROW, railroad ROW, Town line, etc. (If on Town line, please include abutters list for parcels in the neighboring Town as well.)
- 5) Make a list of the abutting properties by Map and Lot.
- 6) Go to the file labeled **2023 Assessed Parcel ID by Mailing Address**, and locate all abutters by Map and Lot, and their Mailing Address, that is the list to use from which to make the labels.
- 7) Use label sheets that are thirty (30) labels per sheet, and make/generate your mailing labels in triplicate (x3), so there will be ten (10) abutters per sheet.
- 8) Best to make/keep a photocopy of the labels, in case another mailing needs to be done in the future.