

Salem News: Legal Notice Submission

A legal notice is required for any permit request. When an applicant wishes their legal notice to be run in the Salem News, the following process will be adhered to:

1. The Applicant will provide the Conservation Office with a complete Application at least two weeks prior to the meeting their project will be reviewed. The Applicant must provide the Conservation Administrator the information required in Step #3.
2. The Conservation Administrator writes, and then sends the Salem News the legal notice to be published via email attachment to snlegals@northofboston.com.
3. Town of Hamilton provides the bill-to party's information for each legal notice.
 - a. Name
 - b. Business Name (if it applies)
 - c. Mailing Address
 - d. Phone Number
 - e. Email Address
4. The Conservation Administrator will inform the applicant that they will receive an email from Salem News with the cost and will need to contact Salem News for payment.
5. Salem News will send a proof of the ad and cost to the requestor at the Town of Hamilton and cc's the email provided for the Applicant.
6. The Salem News cannot publish a legal notice without payment, and the Hamilton Conservation Commission may not hear an application that has not been properly noticed.