

SPECIAL PERMIT, VARIANCE, FINDING APPLICATIONS-DIRECTIONS ON HOW TO SUBMIT AN APPLICATION

All forms/applications/information may be found on the Town web site – hamiltonma.gov on the Zoning Board of Appeals web page.

All applications require a completed List of Abutters request being submitted to, and completed by, the Assessor's Office. There is a \$15.00 application fee (check or money order only). The Assessor's Office is located at the Patton Homestead, 650 Asbury Street. The form may be found on many different pages of the Town web site, and/or on the web page go to the tab at the top labeled "Where Do I Go For?" An employee in the Assessor's Office will email the Applicant and Planning Board Office/Inspectional Services Department a copy of the list of abutters.

Please complete & submit 8 copies of the required Planning Board Application, 8 copies of any other required documents/plans, and the application fee made payable to the Town of Hamilton to the Inspectional Services Department at 299 Rear Bay Road. (Fewer copies may be required depending on the type of application. To confirm the number of copies needed please contact the Inspectional Services office at 978-626-5250 or permitting@hamiltonma.gov If a plan/survey is required please make every effort to submit a pdf copy of any plans via sending them to: permitting@hamiltonma.gov

Once the application is received the Inspectional Services Department will do the following:

- The Application will be date stamped
- The Public Hearing Notice will be written
- The Public Hearing Notice will be posted with the Town Clerk's office and on the Town website
- The Public Hearing Notice will be published in a local newspaper per Massachusetts General Law 40A
- The Public Hearing Notice will be mailed to the abutters per Massachusetts General Law
- The Public Hearing Notice will be mailed to the abutting Towns per Massachusetts General Law
- The Public Hearing Notice will be hand-delivered to any necessary Town Departments for review/comment
- The Agenda for the Meeting will be posted with the Town Clerk's Office, posted on the Town web site, and typically sent via email or by regular mail to the Applicant

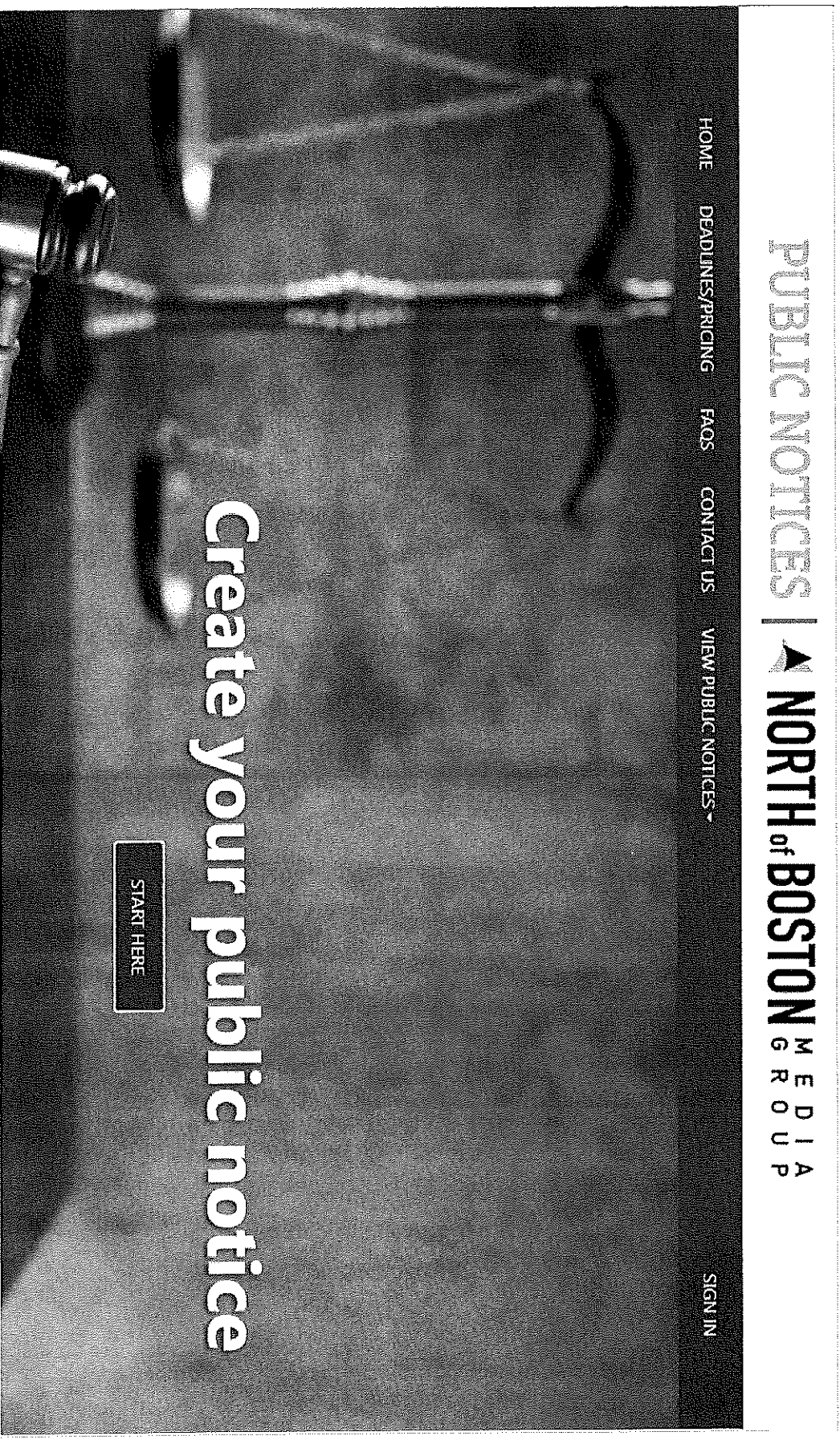
NEW: A Public Hearing Notice will be sent to the Applicant as a Word Document within four business days from the date of submission. The Applicant will enter the information on the Salem News Portal exactly as written. The Notice must be published two times for two consecutive weeks. Which day does not matter as long as the first time it is published is no more than eighteen days prior to the Public Hearing. (Massachusetts General Law requires 14 days prior to the date of the Public Hearing; we need to ensure it is done properly prior to that deadline in case a Notice needs to be republished etc.). The link to the portal is: <https://adportal.nobmg.com/nobmg-adportal/publicnotices/index.html> or go to salemnews.com and at the top of the home page click the Public Notices tab.

Once you have completed the entry and payment on the Salem News Portal you will send the office a receipt and a copy of the Public Hearing Notice. Send to: permitting@hamiltonma.gov The cost is approximately \$260 per publication.

The Application Fee is \$75.00.

The Zoning Board of Appeals typically meets once a month on the first Wednesday of the month. Applications must be submitted twenty five days prior to the date of a Public Hearing.

Legal Notices Ordering Portal



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[CONTACT US](#)

[VIEW PUBLIC NOTICES](#)

[SIGN IN](#)

PUBLIC NOTICES |



NORTH of BOSTON
MEDIA GROUP

Create your public notice

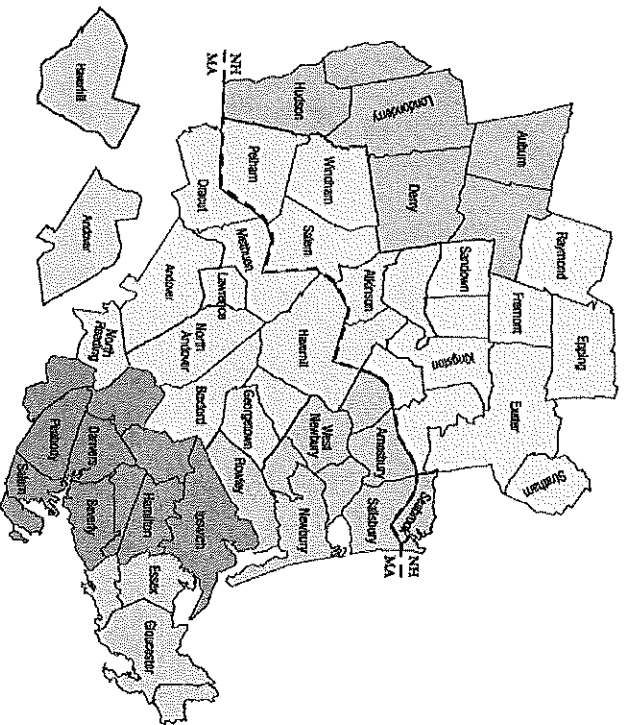
START HERE

First Steps

- Click on “Start Here”
- The next page will show you a map of the North Shore and our publications. Choose the Newspaper that you need to use and click “Continue”

Select Your Publication(s)

Click on the city area or names below to select where you would like your notice to appear.



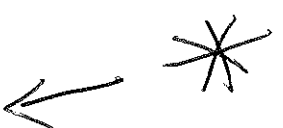
- ☐ The Eagle-Tribune public Notices
- ☒ The Salem News Public Notices
- ☐ The Daily News of Newburyport Public Notices
- ☐ Gloucester Daily Times Public Notices
- ☐ Andover Townsman Public Notices
- ☐ Derry News Public Notices
- ☐ Haverhill Gazette Public Notices
- ☐ Carriage Towne News Public Notices



BACK

CONTINUE

Choose Package Type



- Choose the type of Notice you need to print.
- If this is for a municipal notice (NOI, RDA, Licensing, etc.) then select “All Other Public Notices”
- If you do not see a template that fits your notice, use “All Other Public Notices”
- For probate notices, pick the type. If you don’t see your specific type there, use “General Probate”

Publication > **Package** > Template > Customize > Schedule > Purchase

Choose your Package Type

Please choose the type of notice you would like to run from the list below.

All Other Public Notices	Change of Name	Conservatorship
Divorce Summons	Formal Probate Adjudication	Formal Probate Citation
General Probate	Guardianship Notice	Informal Probate

Current Notice Selection

Your selections will be displayed in this information window

Publication: The Salem News Public Notices
Category: Public Notices

START OVER

GO HOME

BACK

Customize Your Notice

Customize your notice document by filling in the fields that correspond to the design. Be sure to check your spelling and formatting before continuing. The North of Boston Media Group is not responsible for any false, inaccurate or omitted notices.

BACK

Optional Affidavit Email Address

If you need an affidavit (additional cost), enter the email address to which the electronic affidavit should be sent.

Header

B I U     

In the "Header" section you can place the title or header of the notice.

Notice Copy*

B I U     

The "Notice Copy" box is for the body of the text.

BACK

SAVE NOTICE FOR LATER

CONTINUE

Publication > Package > Template > **Customize** > Schedule > Purchase

Current Notice Selection

Your selections will be displayed in this information window

Starting at \$19.56

Publication: The Salem News Public Notices

Category: Public Notices

Classification: All Other Public Notices

Package: Public Notices

SN - Publication Dates

START OVER

GO HOME

Type the text into the box or copy and paste the text from whatever document you're working with.

You can make parts of the text **bold**, underlined, *italicized*, by clicking the corresponding button here. You can also change the text orientation to centered, right or left justified.

You can either type in the boxes or copy the text from another document and paste it into the fields.

Customize Your Notice

Customize your notice document by filling in the fields that correspond to the design. Be sure to check your spelling and formatting before continuing. The North of Boston Media Group is not responsible for any false, inaccurate or omitted notices.

BACK

Optional Affidavit Email Address

If you need an affidavit (additional cost), enter the email address to which the electronic affidavit should be sent.

Header

B I U       

PUBLIC NOTICE
City County State

Notice Copy*

B I U       

This is a test to show what the public notice will look like and what font modifications are possible. For notices regarding municipality matters, this will be the template to use. This is also the template for **Land Court** notices and Notices of Sale regarding property matters.

This is a good option any time you are not running the standard probate notices provided by the state. This is also a good option if the notice you're running is from a state other than Massachusetts. Whenever possible, it will be best to copy and paste the text into these fields to avoid typos. You will

CONTINUE

PUBLIC NOTICE City County State

This is a test to show what the public notice will look like and what font modifications are possible. For notices regarding municipality matters, this will be the template to use. This is also the template for **Land Court** notices and Notices of Sale regarding property matters.

This is a good option any time you are not running the standard probate notices provided by the state. This is also a good option if the notice you're running is from a state other than Massachusetts. Whenever possible, it will be best to copy and paste the text into these fields to avoid typos. You will be responsible for ensuring that the information you include is correct.

Closing Information
SN - Publication Dates

Current Notice Selection

Your selections will be displayed in this information window

Starting at \$195.63

Publication: The Salem News Public Notices

Category: Public Notices

Classification: All Other Public Notices

Package: Public Notices

START OVER GO HOME

← As you put the notice together, a preview will appear here showing you what the notice will look like. You can make modifications. Once you're satisfied with the preview, press "Continue."

Schedule your notice

Schedule your public notice below. To select your days, click on the available dates (light gray background). The YELLOW dates are the selected run dates. To deselect a date, click on the date again. **If you entered an Optional Affidavit Email Address on the previous screen, you must check the box next to Affidavit to have an Affidavit created for your Notice.**

BACK

SHOW AD PREVIEW

CONTINUE

Optional Extras

☐ Affidavit

Affidavit Part 2: Check the box if your Legal Notice needs to have an electronic affidavit sent after the notice last run date. The Affidavit will be sent to the email entered in the previous screen.

The Salem News Public Notices Schedule

?	March, 2023						
<	>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
Select date							

REMOVE
PUBLICATION

BACK

SAVE NOTICE FOR LATER

CONTINUE

If you're not ready to complete the order you can choose to save it and come back later.

Current Notice Selection

Your selections will be displayed in this information window

Total Notice Cost \$195.63

Schedule Detail:

Mar 31, 2023 \$195.63

Publication: The Salem News Public Notices

Category: Public Notices

Classification: All Other Public Notices

Package: Public Notices

START OVER GO HOME

Choose the date to publish. The cost will display above. Once the date is selected, choose "Continue"
You can select multiple dates if your notice needs to run more than once.

Register

Before you can pay for your order, you must login or register.

Login to an existing account

If you already have an account, type your username and password below. If you forgot your username or password, click on the link and your information will be emailed to the address associated with your account.

* Required Fields

User Name*

Forgot Username

Password*

Forgot Password

BACK

LOGIN

Create a new account

Choose a Username and Password for your account below

* Required Fields

User Name*

Password*

Repeat Password*

If you have an account, enter
Username and Password

If you do not have an account,
you can create one by filling
out the form with your contact
information.

Create a new account

Choose a Username and Password for your account below

Required Fields

Username

Password

Repeat Password

User Details

Please enter the personal details that will be associated with your account

Organization

First Name

Last Name

Phone Number

Company Email

City

State

Country
US

Zip

Home Phone

Choose a Username and

Password and then enter your contact information.

A username can be anything, often it's easiest to use your first initial and last name or your email address, something easy to remember.

When entering your phone

number, please use this format:

000-000-0000

Any field with a * indicates that field is required. The others are optional.



I'm not a robot



Thank You

Please accept our thanks for registering today. We hope you enjoy your experience.

BACK

CREATE ACCOUNT

Be sure to click the
Captcha box.
Once the form is
complete, choose
"Create Account" which
will take you to the
Payment page

Pay for Notice and Submit for Publication

This is your last step! You just need to enter your credit card billing information and verify your notice details to the right before you submit your notice for publication. Once you click the submit button, your credit card will be charged.

Payment Information

Please enter the credit card holder billing address as it appears on your statement

First Name *

Test

Last Name *

User2

Street Address *

100 Alphabet Street

City *

Riverlu

HOME

MY NOTICES -

DEADLINES/PRICING

FAQS

CONTACT US

VIEW PUBLIC NOTICES -

LOGOUT TESTUSER2

Publication > Package > Template > Customize > Schedule > Purchase

Current Notice Selection

Your selections will be displayed in this information window

Total Notice Cost \$195.63

Schedule Detail:

Mar 31, 2023 \$195.63

Publication: The Salem News Public Notices

Category: Public Notices

Classification: All Other Public Notices

Package: Public Notices

START OVER

GO TO MY NOTICES

On the Payment
page be sure that
the date and
publication
shown here are
correct.

Payment

Enter your credit card information here. Your information will be carried over a secure connection.

Credit Card Type
Select...

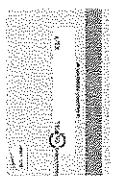
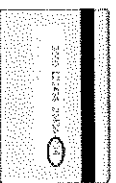
Card Number

Security Code

Expiration Date
Mar (03)

Year
2023

Visa , MasterCard American Express Discover



☐ agree to the terms and conditions

BACK

SAVE NOTICE FOR LATER

PURCHASE NOTICE

Be sure to check the tick box here

Enter credit card information here.
Be sure that the billing
information matches the address
and name you've already entered
to create the account. If it differs,
you can change it on this page.

To purchase the notice and receive a confirmation, click "Purchase Notice"
If you're not ready to confirm, select "Save Notice For Later" and saved copy
will appear under your account and you can confirm at a later time.

For customers on account, an option to “Bill to client account” will appear. Check this tick box if you would like to receive an invoice instead of paying by credit card. The notice will appear on your monthly invoice per usual.

Payment

Check the box below to bill to the client account directly. No credit card information will be required if this box is checked.

☒ Bill to client account

☒ I agree to the terms and conditions

BACK

SAVE NOTICE FOR LATER

PURCHASE NOTICE

SEND EMAIL CONFIRMATION

ORDER DETAILS

PREVIEW FOR AD NUMBER WT00609680

Order Number:	WT0060968
Order Status:	Submitted
Classification:	All Other Public Notices
Package:	Public Notices
Notice Estimate:	\$273.88
Payment Type:	Account Billed
User ID:	WT0018780

ACCOUNT INFORMATION

Test User1
100 Turnpike Street
North Andover, MA 01845
978-675-2710
cmacdonald@northofboston.com

TRANSACTION REPORT


Date:	March 28, 2023 11:58:34 AM EDT
Amount:	\$273.88

SCHEDULE FOR AD NUMBER WT00609680

March 31, 2023
The Salem News Public Notices

CREATE A NEW NOTICE

LOGOUT

Clicking here  will show a preview copy of the ad that you can download to review.

<< Click here to print a printer friendly version >>

**NOTICE OF PUBLIC HEARING
TOPSFIELD CONSERVATION
COMMISSION**
A Public Hearing will be held via remote participation through video conferencing on Friday, April 14th, 2023 at 7:00 PM. The purpose of the hearing is to consider a Request for Determination of Applicability partially alter-in-kind to install two culverts, install retaining wall, maintenance of stream channel and field excavation within Butler 20th, Boscawen 1st, and Wadsworth 1st Streets, and Wadsworths and Boscawen Land Subject to Flooding at 37 River Road (Map 48, Lot 013). Applicant: Moscovitz. This is in accordance with requirements of MGL Ch. 131, Sect. 41, & Topsfield General Warrant. Brian, Ch. 62. Meeting location: 37 River Road. Meeting agenda: posted with the Town Clerk a minimum of 48 hours prior to the meeting date or contact conservation@topsfeld-ma.gov. Susan Winslow
Administrative Assistant
Topsfield Conservation Commission
SN - Publication Dates
Preview Your Notice

Be sure to review the date and publication to be sure it's correct.

MY NOTICES

CREATE NEW
NOTICE

VIEW ALL
NOTICES

MY ACCOUNT
INFO

LOGOUT

Welcome Test


For quick access to your notices, review your dashboard.

CREATE NEW NOTICE

When you log into your account, you'll see the main page with saved notices, current notices, and future notices.

Your Saved Notices


These notices have been created but need to be scheduled and/or paid for before they will run



Ad Number: WT0020013
Temporary Generic Public Notice
February 6, 2023
The Salem News Public Notices

Order Status: Saved
Creation Date: 2/1/23 5:37 PM
Last Modified: 2/1/23 5:37 PM
By: TestUser1

[View Details](#)
[Modify/Subm](#)
[Delete Notice](#)



Ad Number: WT0020013
Temporary Generic Public Notice
February 6, 2023
The Salem News Public Notices

Order Status: Saved
Creation Date: 2/1/23 5:37 PM
Last Modified: 2/1/23 5:37 PM
By: TestUser1

[View Details](#)
[Modify/Subm](#)
[Delete Notice](#)

To purchase a saved notice or make a change to a future notice click on [Modify/Submit](#)

Your Current Notices


These notices are currently running in the newspaper

No current notices found

To modify a pending notice, click on [Modify/Submit](#)

Your Future Notices


These notices have been paid for and will run in the next 30 days



Ad Number: WT00609680
Temporary Generic Public Notice
March 31, 2023
The Salem News Public Notices

Order Number: WT0060968
Order Status: Scheduled
Creation Date: 1/27/23 9:16 AM
Last Modified: 3/28/23 11:53 AM
By: TestUser1

[View Details](#)
[Modify Notice](#)
[Reschedule Notice](#)
[Cancel Notice](#)
[Reorder Notice](#)



Ad Number: WT00609660
Temporary Generic Public Notice
April 6, 2023
Carnegie Towne News Public Notices

Order Number: WT0060966
Order Status: Scheduled
Creation Date: 3/24/23 10:00 AM
Last Modified: 3/24/23 10:00 AM
By: TestUser1

[View Details](#)
[Modify Notice](#)
[Reschedule Notice](#)
[Cancel Notice](#)
[Reorder Notice](#)

You can cancel or reschedule a future-dated notice here as well.

FAQS

- If the date you need to publish is not available on the calendar it's either a date we don't print a paper or it's past deadline. We need at least 2 business days notice.
- If your notice date is past deadline, please contact us for options.
- If your payment declines, before trying it again, be sure your address matches the bill-to information on the card. If you try it multiple times, the order will lock and you will need to contact us to complete the purchase.
- If you are placing a probate ad and the template you need to use doesn't exactly match your citation, please use the General Probate option. This will allow greater customization.
- For notices needing a specific format that you don't see offered here, please contact us and we can create a custom ad.
- If you need the notice to appear in multiple publications, please create an order for each publication. You can do this by clicking the "Reorder" option on the first ad created. It will use the same text, but allow you to pick a different paper.
- To send a copy of the notice to another party you can either download a copy and email it, or have the email sent from the order using "Email Confirmation."