



**Mayor  
Erin V. Joyce**

## **Department of Planning and Community Development**

1 JFK Memorial Drive  
Braintree, Massachusetts 02184  
Phone: 781-794-8230

### **Checklist for Amending and Order of Conditions**

Please submit the following to the Commission:

- A list of abutters within 100 feet of the property line.
- Complete the Notification of Abutters form and send via certified mail to all abutters. Please provide the Department with proof of mailing.
- Provide a set of stamped envelopes (with no return address) addressed to all abutters – The Department will use the envelopes to mail the meeting notice once the Legal Ad posts.
- Submit an electronic copy of the plans. Submit an original and 2 copies of the revised plans.
- A legal notice will appear in the Patriot Ledger – please look out for the email, they will contact you directly for payment.
- A memo stating the exact changes – please include as much detail as possible.

\*Please note, an Amendment does not extend the Order of Conditions; it will still be valid until 3 years from original issuance.