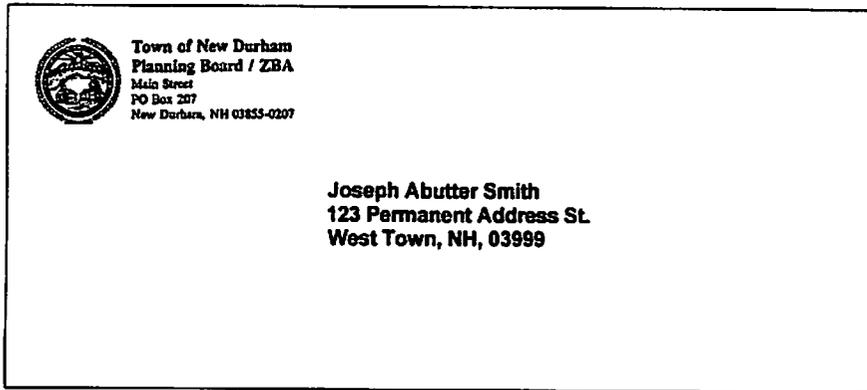


TOWN OF NEW DURHAM LAND USE OFFICE
P.O. Box 207, 4 Main Street, New Durham, NH 03855 603-859-7171

Preparation of Envelopes for ZBA or Planning Board

1. We recommend using town envelopes that have either ZBA or Planning Board return address. You are welcome to use your own envelopes as long as you add the return address for ZBA or Planning Board, P.O. Box 207, New Durham, NH 03855. You will also need a green return receipt card (Post Office form 3811) and a Certified Mail Receipt slip (Post Office form 3800)
2. Address envelopes to every individual on your abutters' list, including yourself and any professionals who worked on the application. If you have more than a handful to send out, we recommend doing it with labels and make three copies.

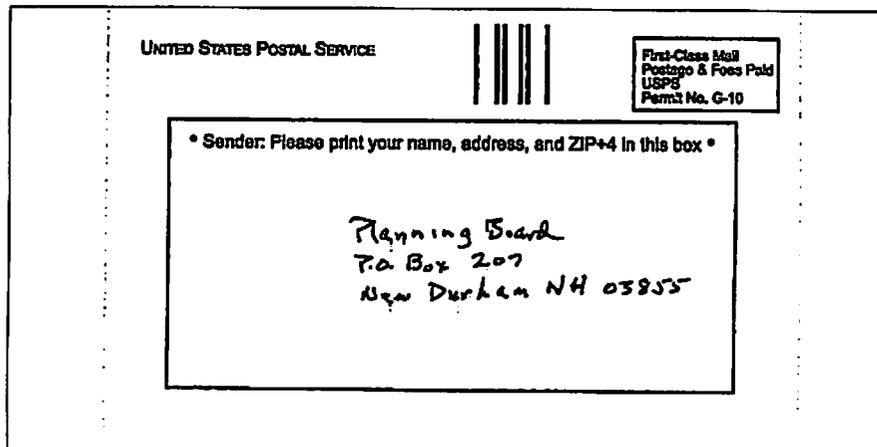


 **Town of New Durham**
Planning Board / ZBA
Main Street
PO Box 207
New Durham, NH 03855-0207

Joseph Abutter Smith
123 Permanent Address St.
West Town, NH, 03999

3. Filling out green card:

- On the side that has "Sender: please print your name, address, and ZIP+4 in this box" put the Town hall address with the name "Planning Board" or "Zoning Board of Adjustment" on it.



UNITED STATES POSTAL SERVICE



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

Planning Board
P.O. Box 207
New Durham NH 03855

4. Then turn the card over
 - In Box 1 "Article Addressed to:" place your first copy of the recipient address labels or write in the name and address
 - In Box 2 "Article Number" Peel the long 20 digit number off the far left side of the "Certified Mail Receipt" slip. Place in this box.
 - In Box 3 "Service Type" check the "Certified Mail" box.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	A. Signature X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee	
1. Article Addressed to:	B. Received by (Printed Name)	C. Date of Delivery
<i>Author name + address</i>	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
2. Article Number <i>(Transfer from service label)</i>	3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.	
PS Form 3811, February 2004	4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes Do <i>from top of other slip</i> 7011 1570 0001 2958 0182	

5. Fill in the postage boxes on the "Certified Mail Receipt" as follows:
 - Postage \$.46 Certified Fee \$3.10 Return Receipt Fee \$2.55
 - Total Postage and Fees \$6.11. *(current fees as of 2/1/2013. Please check with your local post office to see if the rates have changed.)*

Do not separate the parts of the green "certified mail receipt", and do not attach it to the envelopes.

6. Now put the second copy of the recipient address label on the green "Certified Mail Receipt" at the bottom where it says "Sent To"--or write in the address by hand.

7011 1570 0001 2958 0182



7011 1570 0001 2958 0182
7011 1570 0001 2958 0182

U.S. Postal Service TM	
CERTIFIED MAILTM RECEIPT	
<i>(Domestic Mail Only; No Insurance Coverage Provided)</i>	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage \$	0.40 0.46
Certified Fee	3.10 3.10
Return Receipt Fee (Endorsement Required)	2.55 2.55 Postmark Here
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees \$	6.11 6.11
Sent to	
Abutter Name	
Street Apt. No., or PO Box No.	
Abutter Address	
City, State, ZIP+4	
PS Form 3800, August 2005 See Reverse for Instructions	

7. Put both the Return Receipt card and "Certified Mail Receipt" inside the envelope that is addressed to the same person. **DO NOT SEAL THE ENVELOPE.**
8. Put \$6.11 in stamps (postage strips with dates are not accepted) on each envelope.
9. Bring the envelopes and your list of abutters to the Town office. That's it. We do the rest (writing the notice, stuffing it and mailing it out).