**TOWN OF TOPSFIELD**

 **PLANNING BOARD**

 *8 West Common Street, Topsfield, Massachusetts 01983*

**PAYMENT PROCEDURE FOR PUBLICATION OF LEGAL NOTICE**

All applicants to the Board are required to pay for the cost of all required legal notices. The Board will arrange for the publication of the legal advertisements. In order to process the application based on the Board’s monthly schedule and meet the fourteen-day publication requirement before the Board can review the application, the Board publishes the legal notice in the **Salem News**, a daily publication.

The Salem News requires that the cost of a legal notice be paid by the applicant **at the time that the legal notice is forwarded** by the town and before it is published in the newspaper. Therefore, all applicants must make payment directly to the Salem News as soon as the email from the newspaper is received. All payments are made through their online portal. If payment is not made the legal notice will not print.

Lynne Bermudez

Planning And Zoning Administration

617-797-2135

lbermudez@topsfield-ma.gov